

PHA Plans for the Housing Authority of the City of Pueblo, CO

5 Year Plan for Fiscal Years 2001 - 2004
Annual Plan for Fiscal Year 2001

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

**PHA Plan
Agency Identification**

PHA Name: *Housing Authority of the City of Pueblo*

PHA Number: *CO002*

PHA Fiscal Year Beginning: (mm/yyyy) *04/2001*

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices
- ☐ Main administrative office of the local government
- ☐ Main administrative office of the County government
- ☐ Main administrative office of the State government
- ☐ Public library
- ☐ PHA website
- ☐ Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA
- ☐ PHA development management offices
- ☐ Other (list below)

5-YEAR PLAN
PHA FISCAL YEARS 2001 - 2004
[24 CFR Part 903.5]

A. Mission

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

☐ The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

☒ The PHA's mission is: (state mission here)
Progress Statement: Ensure equal opportunity in housing. There are 85 families in the family self-sufficiency program and anticipate graduation of 5 annually. Continue collaborative efforts with the City and other local agencies. There is an effort by agency and NHS to develop a homeownership program under the Section 8 Voucher program. We anticipate submitting the request to HUD within six months. Upon approval the program will be implemented. We continue to offer job training and employment opportunities to other tenants. Homeownership activity will increase if HUD approves the Section 8 homeownership discussed above.

The mission of the Housing Authority of the City of Pueblo is to provide lowincome families, the elderly, and handicapped individuals with decent, safe and affordable housing. In addition, a strong effort will be made to:

- Ensure equal opportunity in housing;
- Promote family self-sufficiency;
- Continue on-going collaborative efforts with other local agencies and the City of Pueblo to improve the quality of life within the community and
- Strive to provide job training, employment and homeownership opportunities for public housing and Section 8 residents.

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.

☒ PHA Goal: Expand the supply of assisted housing

Progress Statement: An application for 50 vouchers was submitted to HUD in 2000, but not approved. Staff will continue to submit applications as NOFA's are published. A low-income housing tax credit application was approved by CHFA in June of 2000. The tax credit program will consist of constructing 50 three-bedroom homes by December of 2001. The anticipated total development cost will be approximately \$5.5 million. The houses will be leased to families at 50% or less of median income. Additional sources of funds include a grant from the Division of Housing, funding from the Federal Home Loan Bank and private funding.

We will request HUD approval to construct 6 to 10 homes on vacant land anticipate submitting application in mid-2001 and complete construction by March of 2002.

CHANGE: APPLY TO HUD FOR APPROVAL TO CONSTRUCT 6 TO 10 UNITS OF NEW CONSTRUCTION OF AFFORDABLE HOUSING ON PHA OWNED VACANT LAND.

Objectives:

- ☒ Apply for additional rental vouchers: **When NOFA's are published**
- ☐ Reduce public housing vacancies:
- ☒ Leverage private or other public funds to create additional housing opportunities: **Raise \$5.5 million by 5/31/01 to complete the construction of 50 three-bedroom houses affordable housing through tax credits, Federal Home Loan Bank funds and private funds. (changed)**
- ☒ Acquire or build units or developments: **upon HUD approval PHA will construct 6 to 10 units of new construction. PHA will request approval from HUD by June 2001 and upon approval anticipate completion time of 3/31/02. (changed)**
- ☐ Other (list below)

☒ PHA Goal: Improve the quality of assisted housing

Progress Statement: *The Housing Authority has not received its PHAS score or SEMAP score for fiscal period April 1999 through March 2000. The computer conversion has been extremely challenging and we now anticipate completion of the conversion by June of 2001. The original computer company that we contracted with was acquired by a larger company which has resulted in a delay in the conversion process.*

Staff was successful in modernizing 57 units to some degree during fiscal period April 2000/March 2001. Minor capital fund work was accomplished in 25 additional units. For example, standardized water faucets.

CHANGE: *Instead of 50 units we will modernize 30 units this fiscal period.*

Objectives:

- ☒ Improve public housing management: **(94.2) If our score should fall under 90%, our goal would be to increase PHAS score by 5% (changed).**
- ☒ Improve voucher management: (SEMAP score) **Maintain passing SEMAP score.**
- ☒ Increase customer satisfaction: **on-going**
- ☒ Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections) **upgrade computer system by 6/31/01. (changed).**
- ☒ Renovate or modernize public housing units: **to some degree at a minimum of 30 units (changed).**
- ☐ Demolish or dispose of obsolete public housing:
- ☐ Provide replacement public housing:
- ☒ Provide replacement vouchers: **When NOFA's are published.**
- ☐ Other: (list below)

☒ PHA Goal: Increase assisted housing choices

Progress Statement: *We met our goal of providing orientation to 50 families and also contacted 20 landlords. We will continue to meet these same goals for the current and future fiscal periods. We also met our goal to increase payment standards so we will not pursue this goal for this fiscal period. Staff continues to refer at least 5 tenants to Neighborhood Housing Services for homeownership. This past fiscal period we referred 10.*

Objectives:

- ☒ Provide voucher mobility counseling: **At 50-60 orientation sessions per year.**
- ☒ Conduct outreach efforts to potential voucher landlords: **10 landlords by 3/31/02 (changed).**
- ☐ Increase voucher payment standards: **(changed)**
- ☐ Implement voucher homeownership program:

- ☒ Implement public housing or other homeownership programs:**to refer 5 residents per year to other agencies that offer this service.**
- ☐ Implement public housing site-based waiting lists:
- ☐ Convert public housing to vouchers:
- ☐ Other: (list below)

HUD Strategic Goal: Improve community quality of life and economic vitality

☒ PHA Goal: Provide an improved living environment

Progress Statement: Objectives were achieved during this past fiscal period.

CHANGES: The PHA will make an effort to establish Neighborhood Watch program. At the very least, staff will contact at least 20 families to discuss the program. We will strive to recruit a minimum of 3 families this fiscal period.

Objectives:

- ☒ Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:**on-going**
- ☒ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments: **on-going**
- ☒ Implement public housing security improvements:**On-going activity. Staff is promoting a Neighborhood Watch program and will continue to provide security at the Sangre de Cristo apartments and elsewhere as needed (changed)**
- ☐ Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- ☐ Other: (list below)

HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals

☒ PHA Goal: Promote self-sufficiency and asset development of assisted households

Progress Statement: We have met objectives in this section. Two of our tenants were accepted into the job training program. One tenant was eventually hired fulltime by the South-side Child care Center. We will continue with these goals for the future.

Objectives:

- ☐ Increase the number and percentage of employed persons in assisted families:
- ☒ Provide or attract supportive services to improve assistance recipients' employability: **recruit 2 to 3 companies per year to provide job training to our residents with the possibility of full-time employment (changed).**

- ☐ Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- ☐ Other: (list below)

HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

- ☒ PHA Goal: Ensure equal opportunity and affirmatively further fair housing
Progress Statement: Objectives were achieved during this past fiscal period.

Objectives:

- ☒ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability: **On-going**
- ☒ Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability: **On-going**
- ☒ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required: **On-going**
- ☐ Other: (list below)

Other PHA Goals and Objectives: (list below)

- ☒ PHA Goal: Knowledge of New Laws and Changes in Housing Issues
Progress Statement: Personnel provide updates to the policy as they occur. Training is provided as needed at the monthly staff meetings so that staff will better understand the policies.

Objective:

- ☒ Make management team knowledgeable regarding the new housing requirements of the Quality Housing and Work Responsibility Act of 1998 (H.R. 4194) and any other changes in regulations as they occur regarding Housing Authority of the City of Pueblo management policies and procedures. **This is an on-going activity.**

Objectives: Provide Staff Training and Training Opportunities

- ☒ Educate management team on changes in Housing Authority's policies and procedures on an ongoing basis. **This is an on-going activity.**
- ☒ Measurement of Objectives: The completion of this objective shall be measurable by the completion of training activities.

☒ PHA Goal: Pueblo Police Service Call Report for Housing Authority Properties
Progress Statement: *Cooperation between the Housing Authority and the Police Department led to the arrest and eviction of 3 tenants dealing in use of illegal drugs. Tenants involved in misdemeanor activity were warned of the possibility of eviction if the criminal activity continued. Most tenants are very cooperative and have not had additional involvement with any type of criminal activity.*

Objective:

- ☒ Work with the Pueblo Police Department to develop an accurate Pueblo Police Service Call Report for all Housing Authority properties. **This information is exchanged on a monthly basis.**
- ☒ Work with the Pueblo Police Department to update and correct computer Input data so we can receive an accurate Pueblo Police Service Call Report. **This information is exchanged on a monthly basis or daily if needed.**
- ☒ Measurement of Objectives: The completion of this objective shall be measurable by an accurate Pueblo Police Service Call Report for the Housing Authority by project.
- ☒ Utilize report information to aid in tracking and identifying trouble areas and to identify residents who are in non-compliance with their dwelling lease. **Trouble areas and/or residents will be identified and appropriate corrective action will be documented.**

☒ PHA Goal: Resident Education Programs to Promote Resident Self Sufficiency
Progress Statement: *All of the above goals were met this past fiscal period. The two recipients of the Education Incentive program were male with Hispanic surnames and both were sophomores. There are collaborative efforts between staff and the teachers of various schools to make this program a success. A committee, consisting of members of the community, is responsible for selecting the winners. Through the PHDEP, which is contracted out of the Boys and Girls Club, at least two adults are educated about anti-drug and anti-violence activities.*

The FSS program met its goals and will continue to pursue these same goals for our upcoming fiscal period.

Objectives:

- ☒ Promote education programs and activities which will provide our younger residents with a reward system to encourage educational achievement and exceptional school attendance. **Will provide incentives in the way of U.S. Savings Bonds in increments of \$250 and \$500 (depending on funds available) to students with a B or better average coupled with good attendance. Anticipate to reward at least 2 students this fiscal period (changed).**
- ☒ Promote educational programs and encourage resident participation in anti drug and anti violence activities. **Recruit at least 2 adults per year to increase knowledge (changed).**

- ☒ Assist and counsel residents in educational/employment programs to promote self-sufficiency. **Currently have 86 residents in the FSS program. We will continue to recruit 10 residents per year to participate. Anticipate to have five residents complete the program this fiscal period (changed).**
- ☒ Measurement of Objectives: The completion of this objective shall be measurable by documentation of resident notices, flyers and resident activity reports and success rate of the above programs by concentrating on number of certificates awarded.

Annual PHA Plan
PHA Fiscal Year 2001
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

☐ **Standard Plan**

Streamlined Plan:

- ☒ **High Performing PHA**
☐ **Small Agency (<250 Public Housing Units)**
☐ **Administering Section 8 Only**

☐ **Troubled Agency Plan**

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

The Housing Authority of the City of Pueblo has prepared this Annual PHA Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements.

The purpose of the Annual Plan is to provide a framework for local accountability and an easily identifiable source by which public housing residents, participants in the tenant-based assistance program and other members of the public may locate basic PHA policies, rules and requirements related to the operations, programs and services of the agency.

The Mission Statement and the Goals and Objectives were based on information contained in our jurisdiction's Consolidated Plan and will assure that our residents will receive the best customer service.

Excellent customer service and fulfillment of the Mission Statement and Goals and Objectives is ensured by implementation of a series of policies that are on display with this Plan. The Admissions and Occupancy Policy and Section 8 Administrative Plan are the two primary policies on display. These important documents cover the public housing tenant selection and assignment plan, outreach services, PHA's responsibility to Section 8 owners/landlords, grievance procedures, etc.

The most important challenges to be met by the Housing Authority of the City of Pueblo during FY 2001 include:

- **Reduce drug and alcohol abuse through the Public Housing Drug Elimination Program;**

- Preserve and improve the public housing stock through the Capital Funds activities.
- Involve the public housing residents and the Section 8 participants through the Annual Plan Resident Advisory Board.
- Train staff and commissioners to fully understand and take advantage of opportunities in the new law and regulations to better serve our residents and the community; and
- Identify, develop and leverage services to enable low-income families to become self-sufficient.

In closing, this Annual PHA Plan exemplifies the commitment of the Housing Authority of the City of Pueblo to meet the housing needs of the full range of low-income residents. The Housing Authority of the City of Pueblo, in partnership with agencies from all levels of government, the business community, non-profit community groups, and residents will use this plan as a road map to reach the “higher quality of life” destination for the City of Pueblo.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan including attachments, and a list of supporting documents available for public inspection

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Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

Required Attachments:

- ☒ Admissions Policy for Deconcentration(*CO002a01*)
- ☒ FY 2001 Capital Fund Program Annual Statement (*CO002b01*)
- ☐ Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- ☐ PHA Management Organizational Chart
- ☒ FY 2001 Capital Fund Program 5 Year Action Plan(*CO002c01*)
- ☒ Public Housing Drug Elimination Program (PHDEP) Plan(*CO002d01*)
- ☐ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- ☒ Other (List below, providing each attachment name)
 - Substantial Deviation Statement(*CO002e01*)
 - Resident Member on the PHA Governing Board(*CO002f01*)
 - Membership of the Resident Advisory Board or Board(s) (*CO002g01*)
 - Homeownership Capacity Statement (*CO002h01*)
 - Community Service Policy (*CO002i01*)
 - Pet Policy (families) (*CO002j01*)
 - Pet Policy (elderly/disabilities) (*CO002k01*)
 - Summary of Policy or Program Changes for the Upcoming Year(*CO002l01*)
 - Follow-up Plan (*CO002m01*)

Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the "Applicable & On Display" column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with	5 Year and Annual Plans

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant	Annual Plan: Capital Needs

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	year	
<i>N/A</i>	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
<i>X</i>	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
<i>N/A</i>	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
<i>X</i>	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
<i>N/A</i>	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
<i>N/A</i>	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
<i>N/A</i>	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
<i>X</i>	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
<i>X</i>	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
<i>X</i>	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
<i>N/A</i>	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
<i>X</i>	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
<i>X</i>	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
<i>N/A</i>	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
<i>N/A</i>	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Income <= 30% of AMI	4262	4	4	3	4	4	3
Income >30% but <=50% of AMI	2462	4	4	3	4	4	3
Income >50% but <80% of AMI	2716	4	4	3	4	4	3
Elderly	2441	4	3	3	5	4	4
Families with Disabilities	958	4	5	4	5	4	4
Caucasian	7007	4	4	3	4	4	3
African-American	367	4	4	3	4	4	3
Asian	134	4	4	3	4	4	3
Hispanic	5836	4	4	3	4	4	3

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- ☐ Consolidated Plan of the Jurisdiction/s
Indicate year:
- ☐ U.S. Census data: the Comprehensive Housing Affordability Strategy
("CHAS") dataset
- ☐ American Housing Survey data
Indicate year:
- ☐ Other housing market study
Indicate year:
- ☒ Other sources: (list and indicate year of information) **Data supplied by the City
of Pueblo**

B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list/s **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	903		282
Extremely low income <=30% AMI	611	74%	
Very low income (>30% but <=50% AMI)	193	21%	
Low income (>50% but <80% AMI)	39	4%	
Families with children	455	50%	
Elderly families	55	6%	
Families with Disabilities	276	31%	
Caucasian	329	36%	
African-American	41	5%	
American Indian	1	.0011%	
Hispanic	532	59%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	407	45%	67
2 BR	385	43%	86
3 BR	94	10%	94
4 BR	17	2%	30
5 BR	0	0%	5
5+ BR	0	0%	0

Housing Needs of Families on the Waiting List
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
If yes:
How long has it been closed (# of months)?
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	1512		127
Extremely low income <=30% AMI	1153	76%	
Very low income (>30% but <=50% AMI)	329	22%	
Low income (>50% but <80% AMI)	30	2%	
Families with children	318	61%	
Elderly families	69	4%	
Families with Disabilities	396	26%	
Caucasian	494	32%	
African-American	56	4%	
American Indian	1	.001%	
Hispanic	967	64%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	402	27%	13

Housing Needs of Families on the Waiting List			
2 BR	449	31%	65
3 BR	358	24%	39
4 BR	158	11%	9
5 BR	65	4%	1
5+ BR	39	3%	0

Is the waiting list closed (select one)? ☒ No ☐ Yes

If yes:

How long has it been closed (# of months)?

Does the PHA expect to reopen the list in the PHA Plan year? ☐ No ☐ Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? ☐ No ☐ Yes

C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

- ☐ Employ effective maintenance and management policies to minimize the number of public housing units off-line
- ☐ Reduce turnover time for vacated public housing units
- ☐ Reduce time to renovate public housing units
- ☐ Seek replacement of public housing units lost to the inventory through mixed finance development **CHANGED**
- ☐ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- ☐ Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- ☒ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- ☒ Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- ☒ Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- ☒ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies

☐ Other (list below)

Strategy 2: Increase the number of affordable housing units by:

Select all that apply

- ☒ Apply for additional section 8 units should they become available
- ☒ Leverage affordable housing resources in the community through the creation of mixed - finance housing
- ☒ Pursue housing resources other than public housing or Section 8 tenantbased assistance.
- ☐ Other: (list below)

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30 % of AMI

Select all that apply

- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- ☐ Employ admissions preferences aimed at families with economic hardships
- ☒ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI

Select all that apply

- ☒ Employ admissions preferences aimed at families who are working
- ☒ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- ☐ Seek designation of public housing for the elderly
- ☒ Apply for special-purpose vouchers targeted to the elderly, should they become available
- ☐ Other: (list below)

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- ☐ Seek designation of public housing for families with disabilities
- ☐ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- ☒ Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- ☒ Affirmatively market to local non-profit agencies that assist families with disabilities
- ☐ Other: (list below)

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

Select if applicable

- ☒ Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- ☐ Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- ☒ Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- ☒ Market the section 8 program to owners outside of areas of poverty /minority concentrations
- ☐ Other: (list below)

Other Housing Needs & Strategies: (list needs and strategies below)

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- ☒ Funding constraints
- ☒ Staffing constraints
- ☒ Limited availability of sites for assisted housing
- ☒ Extent to which particular housing needs are met by other organizations in the community
- ☒ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- ☒ Influence of the housing market on PHA programs

- ☒ Community priorities regarding housing assistance
- ☒ Results of consultation with local or state government
- ☒ Results of consultation with residents and the Resident Advisory Board
- ☐ Results of consultation with advocacy groups **CHANGED**
- ☐ Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2001 grants)		
a) Public Housing Operating Fund	979,193.00	
b) Public Housing Capital Fund	1,576,182.00	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	6,389,490.00	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	198,000.00	
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
Section 8 New Construction (Mineral Palace Tower)	499,600.00	Other
Rural Development (Farm Worker Housing)	60,100.00	Other
Section 8 Moderate Rehabilitation	24,015.00	Other
Replacement Housing (Amend 65 and 66)	23,678.00	Other
2. Prior Year Federal Grants (unobligated funds only) (list below)		
2000 Capital Funds	1,226,182.00	Public housing capital improvements
1999 CGP	654,640.00	Public housing capital improvements
Replacement Housing (combined)	16,678.00	Replacement housing
1999 PHDEP	114,566.00	Public housing safety & security
2000 PHDEP	206,530.00	Public housing safety & security
Sub-total	11,968,854.00	
3. Public Housing Dwelling Rental Income	1,912,600.00	Public housing operations
4. Other income (list below)	106,000.00	Public housing operations
Non-dwelling rental 1,200.00		Public housing operations
Interest on General Funds investments 37,800.00		Public housing operations
Other income: Legal fees, maintenance <u>67,000.00</u>		Public housing operations
Charges to tenants, late fees, NSF checks		
Charges, etc.		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
4. Non-federal sources (list below)		
Section 8 New Construction (Mineral Palace Tower)	301,800.00	Operations
Rural Development (Farm Worker Housing)	37,100.00	Operations
Sub-total	2,357,500.00	
Total resources	14,326,354.00	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

(1) Eligibility

CHANGES: PHA included Housekeeping which was overlooked last year and now request CBI report from new applicants.

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- ☐ When families are within a certain number of being offered a unit: (state number)
- ☐ When families are within a certain time of being offered a unit: (state time)
- ☒ Other: (describe) **At the time application submitted.**

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- ☒ Criminal or Drug-related activity
- ☒ Rental history
- ☒ Housekeeping ***CHANGED***
- ☒ Other (describe) **landlord reference, citizenship/legal status check**

c. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes? ***CHANGED***

e. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC authorized source)

(2) Waiting List Organization

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- ☒ Community-wide list
- ☐ Sub-jurisdictional lists
- ☐ Site-based waiting lists
- ☐ Other (describe)

b. Where may interested persons apply for admission to public housing?

- ☒ PHA main administrative office
☐ PHA development site management office
☐ Other (list below)

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

PHA does not wish to operate a site-based waiting list.

1. How many site-based waiting lists will the PHA operate in the coming year?

2. ☐ Yes ☐ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously HUD-approved site based waiting list plan)? **N/A**
If yes, how many lists?

3. ☐ Yes ☐ No: May families be on more than one list simultaneously **N/A**
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)? **N/A**

- ☐ PHA main administrative office
☐ All PHA development management offices
☐ Management offices at developments with site-based waiting lists
☐ At the development to which they would like to apply
☐ Other (list below)

(3) Assignment

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- ☐ One
☒ Two
☐ Three or More

b. ☒ Yes ☐ No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

CHANGES: PHA does not plan to use any of the previous federal preferences.

a. Income targeting:

- ☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- ☒ Emergencies
☐ Overhoused
☐ Underhoused
☒ Medical justification
☒ Administrative reasons determined by the PHA (e.g., to permit modernization work)
☐ Resident choice: (state circumstances below)
☐ Other: (list below)

c. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition) **CHANGED**
☐ Victims of domestic violence **CHANGED**
☐ Substandard housing **CHANGED**
☐ Homelessness
☐ High rent burden (rent is > 50 percent of income) **CHANGED**

Other preferences: (select below)

- ☐ Working families and those unable to work because of age or disability
☐ Veterans and veterans' families
☐ Residents who live and/or work in the jurisdiction
☐ Those enrolled currently in educational, training, or upward mobility programs
☐ Households that contribute to meeting income goals (broad range of incomes)
☐ Households that contribute to meeting income requirements (targeting)
☐ Those previously enrolled in educational, training, or upward mobility programs

- ☐ Victims of reprisals or hate crimes
☒ Other preference(s) (list below) **Working families**

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

2 Date and Time

Former Federal preferences:

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition) **CHANGED**
 Victims of domestic violence **CHANGED**
 Substandard housing **CHANGED**
 Homelessness
 High rent burden **CHANGED**

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
☐ Veterans and veterans’ families
☐ Residents who live and/or work in the jurisdiction
☐ Those enrolled currently in educational, training, or upward mobility programs
☐ Households that contribute to meeting income goals (broad range of incomes)
☐ Households that contribute to meeting income requirements (targeting)
☐ Those previously enrolled in educational, training, or upward mobility programs
☐ Victims of reprisals or hate crimes
☒ 1 Other preference(s) (list below) **Working families**

4. Relationship of preferences to income targeting requirements:

- ☐ The PHA applies preferences within income tiers
☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

CHANGED: QUESTION b

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- ☒ The PHA-resident lease
☒ The PHA’s Admissions and (Continued) Occupancy policy
☒ PHA briefing seminars or written materials
☐ Other source (list)

b. How often must residents notify the PHA of changes in family composition?
(select all that apply)

- ☒ At an annual reexamination and lease renewal **CHANGED**
- ☒ Any time family composition changes
- ☐ At family request for revision
- ☒ Other (list) **Within 10 days of change**

(6) Deconcentration and Income Mixing

a. ☐ Yes ☒ No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. ☐ Yes ☒ No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)– **N/A**

- ☐ Adoption of site based waiting lists
If selected, list targeted developments below:
- ☐ Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:
- ☐ Employing new admission preferences at targeted developments
If selected, list targeted developments below:
- ☐ Other (list policies and developments targeted below)

d. ☐ Yes ☒ No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply) – **N/A**

- ☐ Additional affirmative marketing
- ☐ Actions to improve the marketability of certain developments
- ☐ Adoption or adjustment of ceiling rents for certain developments
- ☐ Adoption of rent incentives to encourage deconcentration of poverty and income-mixing

☐ Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)-

N/A

☐ Not applicable: results of analysis did not indicate a need for such efforts

☐ List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

– N/A

☐ Not applicable: results of analysis did not indicate a need for such efforts

☐ List (any applicable) developments below:

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete subcomponent 3B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Eligibility

CHANGES: PHA now requests criminal background checks from the Colorado Bureau of Investigation for new applicants.

a. What is the extent of screening conducted by the PHA? (select all that apply)

☒ Criminal or drug-related activity only to the extent required by law or regulation

☐ Criminal and drug-related activity, more extensively than required by law or regulation

☐ More general screening than criminal and drug-related activity (list factors below)

☒ Other (list below) **Sex offenders**

b. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

c. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes? **Changed**

d. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

☐ Criminal or drug-related activity

- ☒ Other (describe below) **Name & address of current/prior landlord, Resident current name & address, Other information as required by HUD and/ or law**

(2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenantbased assistance waiting list merged? (select all that apply)

- ☒ None
☐ Federal public housing
☐ Federal moderate rehabilitation
☒ Federal project-based certificate program **(to be changed to voucher due to merger)**
☐ Other federal or local program (list below)

- b. Where may interested persons apply for admission to section 8 tenantbased assistance? (select all that apply)

- ☒ PHA main administrative office
☐ Other (list below)

(3) Search Time

- a. ☒ Yes ☐ No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

1. **Demonstration of extenuating circumstances**
2. **Had not refused a suitable unit.**
3. **Extension will result in approvable lease.**

(4) Admissions Preferences

CHANGES: *No preferences have been established for Section 8 other than date and time.*

- a. Income targeting

- ☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

- b. Preferences

1. ☐ Yes ☒ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**) ***Changed***

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences – N/A

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below) **changed**

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

- 1 Date and Time **changed**

Former Federal preferences **n/a**

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
Victims of domestic violence
Substandard housing
Homelessness
High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in your jurisdiction

- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below) **changed**

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- ☒ Date and time of application
- ☐ Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one) **N/A**

- ☐ This preference has previously been reviewed and approved by HUD
- ☐ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- ☐ The PHA applies preferences within income tiers
- ☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- ☒ The Section 8 Administrative Plan
- ☒ Briefing sessions and written materials
- ☐ Other (list below)

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- ☒ Through published notices
- ☐ Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

(1) Income Based Rent Policies

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

CHANGES: *PHA will not use rent reasonableness to determine flat rents.*

a. Use of discretionary policies: (select one)

- ☐ The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

- ☒ The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0
☐ \$1-\$25
☒ \$26-\$50

2. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below: **N/A**

c. Rents set at less than 30% than adjusted income

1. ☐ Yes ☒ No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below: **N/A**

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply) **N/A**

☐ For the earned income of a previously unemployed household member

☐ For increases in earned income

☐ Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

☐ Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

☐ For household heads

☐ For other family members

☐ For transportation expenses

☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families

☐ Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

☐ Yes for all developments

☐ Yes but only for some developments

☒ No

2. For which kinds of developments are ceiling rents in place? (select all that apply)– **N/A**

☐ For all developments

☐ For all general occupancy developments (not elderly or disabled or elderly only)

☐ For specified general occupancy developments

☐ For certain parts of developments; e.g., the high-rise portion

☐ For certain size units; e.g., larger bedroom sizes

☐ Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply) – **N/A**

☐ Market comparability study

☐ Fair market rents (FMR)

☐ 95th percentile rents

☐ 75 percent of operating costs

- ☐ 100 percent of operating costs for general occupancy (family) developments
- ☐ Operating costs plus debt service
- ☐ The "rental value" of the unit
- ☐ Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- ☐ Never
- ☐ At family option
- ☐ Any time the family experiences an income increase
- ☐ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
- ☒ Other (list below)

Tenants must report all changes in income and family composition as soon as they occur. After review, the PHA will determine if there will be an adjustment to the rent.

- g. ☐ Yes ☒ No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- ☐ The section 8 rent reasonableness study of comparable housing changed
- ☒ Survey of rents listed in local newspaper
- ☒ Survey of similar unassisted units in the neighborhood
- ☐ Other (list/describe below)

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenantbased assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies

- a. What is the PHA's payment standard? (select the category that best describes your standard)

- ☐ At or above 90% but below 100% of FMR

- ☒ 100% of FMR
- ☐ Above 100% but at or below 110% of FMR
- ☐ Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply) – **N/A**

- ☐ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ The PHA has chosen to serve additional families by lowering the payment standard
- ☐ Reflects market or submarket
- ☐ Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply) – **N/A**

- ☐ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ Reflects market or submarket
- ☐ To increase housing options for families
- ☐ Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- ☒ Annually
- ☐ Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- ☒ Success rates of assisted families
- ☐ Rent burdens of assisted families
- ☐ Other (list below)

(2) Minimum Rent

a. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0
- ☐ \$1-\$25
- ☒ \$26-\$50

b. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

5. Operations and Management – PHA is High Performer – N/A

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one) – **N/A**

- ☐ An organization chart showing the PHA's management structure and organization is attached.
- ☐ A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.) - N/A

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing		
Section 8 Vouchers		
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

C. Management and Maintenance Policies– N/A

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

- (1) Public Housing Maintenance and Management: (list below)
- (2) Section 8 Management: (list below)

6. PHA Grievance Procedures - PHA is High Performer - N/A

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

A. Public Housing – N/A

1. ☐ Yes ☐ No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply) **N/A**

- ☐ PHA main administrative office
☐ PHA development management offices
☐ Other (list below)

B. Section 8 Tenant-Based Assistance – N/A

1. ☐ Yes ☐ No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)- **N/A**

- ☐ PHA main administrative office
☐ Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

A. Capital Fund Activities

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure longterm physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

☒ The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) **CO002b01**

-or-

☐ The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

(2) Optional 5-Year Action Plan

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

a. ☒ Yes ☐ No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

☒ The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name) **CO002c01**

-or-

☐ The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

CHANGES: *The PHA anticipated submitting an application to HUD for demolition of around 15 unit in development CO 2-5 and replace the demolished units through the utilization of a HOPE VI program.*

- ☐ Yes ☒ No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
- b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name: *n/a*
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)

- ☐ Revitalization Plan under development
- ☐ Revitalization Plan submitted, pending approval
- ☐ Revitalization Plan approved
- ☐ Activities pursuant to an approved Revitalization Plan underway

- ☒ Yes ☐ No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year? **changed**
- If yes, list development name/s below:
CO 2-5

- ☒ Yes ☐ No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year? **changed**
- If yes, list developments or activities below:
With HUD's approval, the PHA will build 3 new duplexes of affordable housing on vacant land.

- ☐ Yes ☒ No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
- If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

CHANGES: *The PHA anticipated submitting a demolition/HOPE VI application to HUD around June, 2001 to demo approximately 15 units at CO 25 and then to replace them with similar size units of new construction.*

1. ☒ Yes ☐ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

2. Activity Description

- ☐ Yes ☒ No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

Demolition/Disposition Activity Description
1a. Development name: <i>Scattered Sites</i>
1b. Development (project) number: <i>CO 02-05</i>
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u><i>01/06/01</i></u>
5. Number of units affected: <i>approximately 15, will determine after needs assessment</i>
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: <i>Upon HUD approval</i> b. Projected end date of activity: <i>12 months</i>

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☒ No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description – N/A

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below

Designation of Public Housing Activity Description
1a. Development name:
1b. Development (project) number:
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected:
7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act

1. ☐ Yes ☒ No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description – N/A

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

Conversion of Public Housing Activity Description
1a. Development name:
1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved:

- ☐ Units addressed in a pending or approved HOPE VI demolition application
(date submitted or approved:)
- ☐ Units addressed in a pending or approved HOPE VI Revitalization Plan
(date submitted or approved:)
- ☐ Requirements no longer applicable: vacancy rates are less than 10 percent
- ☐ Requirements no longer applicable: site now has less than 300 units
- ☐ Other: (describe below)

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

CHANGES: *The PHA will submit a request and proposal to HUD for approval to implement a Section 8 homeownership program.*

1. ☐ Yes ☒ No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description **N/A**

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance (changes)

1. ☒ Yes ☐ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

- ☒ Yes ☐ No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- ☒ 25 or fewer participants
☐ 26 - 50 participants
☐ 51 to 100 participants
☐ more than 100 participants

b. PHA-established eligibility criteria

- ☐ Yes ☒ No: Will the PHA’s program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs – PHA is high performer – N/A

[24 CFR Part 903.7 9 (l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C. – N/A

A. PHA Coordination with the Welfare (TANF) Agency– N/A

1. Cooperative agreements:

- ☐ Yes ☐ No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)? **N/A**

If yes, what was the date that agreement was signed? DD/MM/YY

2. Other coordination efforts between the PHA and TANF agency (select all that apply) **N/A**

- ☐ Client referrals
- ☐ Information sharing regarding mutual clients (for rent determinations and otherwise)
- ☐ Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- ☐ Jointly administer programs
- ☐ Partner to administer a HUD Welfare-to-Work voucher program
- ☐ Joint administration of other demonstration program
- ☐ Other (describe)

B. Services and programs offered to residents and participants

(1) General – N/A

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply) **N/A**

- ☐ Public housing rent determination policies
- ☐ Public housing admissions policies
- ☐ Section 8 admissions policies
- ☐ Preference in admission to section 8 for certain public housing families
- ☐ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- ☐ Preference/eligibility for public housing homeownership option participation

- ☐ Preference/eligibility for section 8 homeownership option participation
☐ Other policies (list below)

b. Economic and Social self-sufficiency programs

- ☐ Yes ☐ No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.) **N/A**

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)

(2) Family Self Sufficiency program/s– N/A

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2001 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8		

- b. ☐ Yes ☐ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size? **N/A**
 If no, list steps the PHA will take below:

C. Welfare Benefit Reductions – N/A

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply) **N/A**

- ☐ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- ☐ Informing residents of new policy on admission and reexamination
- ☐ Actively notifying residents of new policy at times in addition to admission and reexamination.
- ☐ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- ☐ Establishing a protocol for exchange of information with all appropriate TANF agencies
- ☐ Other: (list below)

D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937
--

See attachment: CO002i01

13. PHA Safety and Crime Prevention Measures– PHA is High

Performer – N/A

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub component D.

A. Need for measures to ensure the safety of public housing residents– N/A

1. Describe the need for measures to ensure the safety of public housing residents

(select all that apply) **N/A**

- ☐ High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- ☐ High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- ☐ Residents fearful for their safety and/or the safety of their children
- ☐ Observed lower-level crime, vandalism and/or graffiti
- ☐ People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- ☐ Other (describe below)

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply). **N/A**

- ☐ Safety and security survey of residents
- ☐ Analysis of crime statistics over time for crimes committed “in and around” public housing authority
- ☐ Analysis of cost trends over time for repair of vandalism and removal of graffiti
- ☐ Resident reports
- ☐ PHA employee reports
- ☐ Police reports
- ☐ Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- ☐ Other (describe below)

3. Which developments are most affected? (list below) **N/A**

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year– N/A

1. List the crime prevention activities the PHA has undertaken or plans to undertake:

(select all that apply) **N/A**

- ☐ Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- ☐ Crime Prevention Through Environmental Design

- ☐ Activities targeted to at-risk youth, adults, or seniors
- ☐ Volunteer Resident Patrol/Block Watchers Program
- ☐ Other (describe below)

2. Which developments are most affected? (list below)

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- ☒ Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- ☒ Police provide crime data to housing authority staff for analysis and action
- ☐ Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- ☒ Police regularly testify in and otherwise support eviction cases
- ☐ Police regularly meet with the PHA management and residents
- ☐ Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- ☐ Other activities (list below)

2. Which developments are most affected? (list below)

Sangre de Cristo Apartments CO 2-1

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2001 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- ☒ Yes ☐ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- ☒ Yes ☐ No: Has the PHA included the PHDEP Plan for FY 2001 in this PHA Plan?
- ☒ Yes ☐ No: This PHDEP Plan is an Attachment. (Attachment Filename: ***CO002d01***)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

see attachment: CO002j01 (families)

see attachment: CO002k01 (elderly/disabilities)

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. ☒ Yes ☐ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))? (If no, skip to component 17.)
2. ☒ Yes ☐ No: Was the most recent fiscal audit submitted to HUD?
3. ☒ Yes ☐ No: Were there any findings as the result of that audit?
4. ☐ Yes ☒ No: If there were any findings, do any remain unresolved? If yes, how many unresolved findings remain? _____
5. ☐ Yes ☒ No: Have responses to any unresolved findings been submitted to HUD? **N/A**
If not, when are they due (state below)?

17. PHA Asset Management – PHA is High Performer – N/A

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1. ☐ Yes ☐ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan? **N/A**
2. What types of asset management activities will the PHA undertake? (select all that apply) **N/A**
 - ☐ Not applicable
 - ☐ Private management
 - ☐ Development-based accounting
 - ☐ Comprehensive stock assessment
 - ☐ Other: (list below)
3. ☐ Yes ☐ No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table? **N/A**

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. ☒ Yes ☐ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)-
☐ Attached at Attachment (File name)
☒ Provided below:
 - ***More upgrades and improvements made at the Southside Community Center.***
3. In what manner did the PHA address those comments? (select all that apply)
☐ Considered comments, but determined that no changes to the PHA Plan were necessary.
☐ The PHA changed portions of the PHA Plan in response to comments
List changes below:
☒ Other: (list below)
 - ***The PHA has expended nearly \$59,000 this year for repairs and upgrades and contributed \$2,500 towards the cost of a storage shed for the child care center.***

B. Description of Election process for Residents on the PHA Board

1. ☐ Yes ☒ No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. ☐ Yes ☒ No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process– N/A

a. Nomination of candidates for place on the ballot: (select all that apply)N/A

- ☐ Candidates were nominated by resident and assisted family organizations
- ☐ Candidates could be nominated by any adult recipient of PHA assistance
- ☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot
- ☐ Other: (describe)

b. Eligible candidates: (select one)– N/A

- ☐ Any recipient of PHA assistance
- ☐ Any head of household receiving PHA assistance
- ☐ Any adult recipient of PHA assistance
- ☐ Any adult member of a resident or assisted family organization
- ☐ Other (list)

c. Eligible voters: (select all that apply)– **N/A**

- ☐ All adult recipients of PHA assistance (public housing and section 8 tenant based assistance)
- ☐ Representatives of all PHA resident and assisted family organizations
- ☐ Other (list)

C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: ***City of Pueblo***
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- ☒ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- ☒ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- ☒ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- ☒ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

- *Affordable housing initiatives.*
- *Continued efforts at maintaining public housing to quality standards.*

- ☐ Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

- *Provide funding to provide more affordable housing for low-income residents.*

D. Other Information Required by HUD

Use this section to provide any additional information requested by HUD.

Attachments

Use this section to provide any additional attachments referenced in the Plans.

PHA Plan Table Library

Component 7 Capital Fund Program Annual Statement Parts I, II, and II

Annual Statement Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number FFY of Grant Approval: (04/2001)

☒ Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2-19)	
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

Annual Statement
Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost

Annual Statement

Capital Fund Program (CFP) Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years				

Optional Public Housing Asset Management Table

See Technical Guidance for instructions on the use of this table, including information to be provided.

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**DECONCENTRATION AND INCOME TARGETING POLICY
FOR THE
HOUSING AUTHORITY OF THE
CITY OF PUEBLO, COLORADO**

DECONCENTRATION AND INCOME TARGETING POLICY

(of the Public Housing Admissions and Occupancy Policy)

Sub-Title A, Section 513 of the Quality Housing and Work Responsibility Act of 1998 (QHWRA), establishes two interrelated requirements for implementation by Public Housing Authorities: (1) Economic Deconcentration of public housing developments and Income Targeting to assure that families in the “extremely low” income category are proportionately represented in public housing and that pockets of poverty are reduced or eliminated. Under the deconcentration requirement, PHAs are to implement a program which provides that families with lowest incomes will be offered units in housing developments where family incomes are the highest and high-income families will be offered units in developments where family incomes are the lowest. In order to implement these new requirements the PHA must promote these provisions as policies and revise their Admission and Occupancy policies and procedures to comply.

Therefore, the Pueblo, Colorado Housing Authority (PHA) hereby affirms its commitment to implementation of the two requirements by adopting the following policies:

A. Economic Deconcentration:

Admission and Occupancy policies are revised to include the PHA’s policy of promoting economic deconcentration of its housing developments by offering lowest income families, selected in accordance with applicable preferences and priorities, units in developments where family incomes are highest. Conversely, families with higher incomes will be offered units in developments with the lowest average family incomes.

Implementation of this program will require our agency to: (1) determine and compare the relative tenant incomes of each development and the incomes of census tracts in which the developments are located, and (2) consider what policies, measures or incentives are necessary to bring high-income families into low-income developments (or into developments in low-income census tracts) and low-income families into high-income developments (or into developments in high-income census tracts).

In addition, an assessment of the average family income for each development is necessary. Families will be provided with an explanation of the policy during the application/screening process and/or the occupancy orientation sessions with opportunities to discuss the options available to the families. Families will be informed that should they choose not to accept the first unit offered under this system their refusal will not be cause to drop their name to the bottom of the waiting list.

Implementation may include the following efforts:

- S Skipping families on the waiting list based on income;
- S Establishing preferences for working families;
- S Additional amenities for all units;
- S Ceiling rents; (mandatory)
- S Flat rents for selected developments;
- S Different tenant rent percentages per development; and
- S Revised transfer policies.

B. Income Targeting

As public housing dwelling units become available for occupancy, responsible PHA employees will offer units to applicants on the waiting list. In accordance with the Quality Housing and Work Responsibility Act of 1998, the PHA encourages occupancy of its developments by a broad range of families with incomes up to eighty percent (80%) of the median income for the jurisdiction in which the PHA operates. At a minimum, 40% of all new admissions to public housing **on an annual basis** will be families with incomes at or below thirty percent (30%) (extremely low-income) of the area median income. The offer of assistance will be made without discrimination because of race, color, religion, sex, national origin, age, handicap or familial status.

The PHA may employ a system of income ranges in order to maintain a public housing resident body composed of families with a range of incomes and rent paying abilities representative of the range of incomes among low-income families in the PHA's area of operation, and will take into account the average rent that should be received to maintain financial solvency. The selection procedures are designed so that selection of new public housing residents will bring the actual distribution of rents closer to the projected distribution of rents.

In order to implement the income targeting program, the following policy is adopted:

- < The PHA may select, based on date and time of application and preferences, two (2) families in the extremely low-income category and two (2) families from the low-income category alternately until the forty percent (40%) admission requirement of extremely low-income families is achieved (2 plus 2 policy).
- < After the minimum level is reached, all selections may be made based solely on date, time and preferences. Any applicants passed over as a result of implementing this 2 plus 2 policy will retain their place on the waiting list and will be offered a unit in order

of their placement on the waiting list.

- < To the maximum extent possible, the offers will also be made to effect the PHA's policy of economic deconcentration.
- < For the initial year of implementation, a pro-rated percentage of the new admissions will be calculated from April 1, 1999 through the end of the fiscal year. Following the initial implementation period, the forty percent (40%) requirement will be calculated based on new admissions for the fiscal year.
- < The PHA reserves the option, at any time, to reduce the targeting requirement for public housing by no more than ten percent (10%), if it increases the target figure for its Section 8 program from the required level of seventy-five percent (75%) of annual new admissions to no more than eighty-five percent (85%) of its annual new admissions. (Optional for PHAs with both Section 8 and Public Housing programs.)

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Annual Statement--FY 2001
Capital Fund Program (CFP)

Part II: Supporting Pages

Development Number/ Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
	Site: Concrete repair/replacement: sidewalks, porch stoops and overhangs.	1450	16,900.00
	Fencing	1450	20,000.00
			----- 36,900.00
	Building Exterior: Splash blocks Foundation Repairs (spalling) Brick pointing Paint exterior trim after pointing	1460	2,300.00 4,000.00 10,000.00 21,000.00
			----- 37,300.00
	Dwelling Units: Standardize plumbing	1460	16,000.00
			----- 16,000.00
	Dwelling Equipment: None	1465.1	0.00
			----- 0.00
	Non Dwelling Structure		
			----- 0.00
	Nondwelling Equipment: None	1475	0.00
			----- 0.00
	Sangre de Cristo		----- 90,200.00

Annual Statement--FY 2001
Capital Fund Program (CFP)

Part II Supporting Table

Development Number/ Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
Co002002 Scattered Sites	Site: Fence Repair	1450	3,000.00
	Exterior Sewer cleanouts		16,450.00
	Sidewalk replacement		4,500.00
			23,950.00
	Mechanical and Electrical: Replace bathroom fixtures including water closet, lavatory, tub and tub kit; install new faucets, shutoffs (over 5 years)	1460	110,170.00
	Standardize light fixtures, other electrical	1460	77,520.00
			187,690.00
	Building Exterior: Storage sheds	1460	45,000.00
	Replace exterior doors & locks	1460	18,895.00
	Repoint brick		14,100.00
	Paint exterior trim after pointing		21,100.00
			99,095.00
	Dwelling Units: Refinish kitchen cabinets		5,620.00
	Reframe closet doors and install new doors		19,800.00
	Paint interiors after mechanical, electrical and structural repairs		39,730.00
	Replace stair handrails	1460	33,750.00
			98,900.00
	Dwelling Equipment:	1465.1	
			0.00
	Relocation: Moving or housing allowance while units are being repaired	1495	47,000.00
	Scattered		456,635.00

**Annual Statement--FY 2001
Capital Fund Program (CFP)**

Part II: Supporting Table

Development Number/ Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
Co002003 Mesa Tower	Site:		
			0.00
			0.00
	Building Exterior:		
	None	1460	0.00
			0.00
	Dwelling Units:		
			0.00
			0.00
	Dwelling Equipment:		
	None	1465.1	0.00
			0.00
	Interior Common Areas:		
	None	1470	0.00
			0.00
	Site-Wide Facilities:		
	None	1470	0.00
			0.00
	Nondwelling Equipment:		
	None	1475	0.00
			0.00
	Mesa Tower		0.00

Annual Statement--FY 2001
Capital Fund Program (CFP)

Part II: Supporting Table

Development Number/ Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
Co002004 Scattered Sites Homes	Site: Install storage sheds		46,500.00
	Fence repair		4,000.00
			50,500.00
	Mechanical and Electrical:		
		1460	0.00
			0.00
	Building Exterior: Repoint brick		15,600.00
	Exterior painting after brick pointing		5,460.00
	Splash blocks		2,100.00
		1460	0.00
			23,160.00
	Dwelling Units: Continuing replacement of closet and interior doors		
		1460	17,500.00
			17,500.00
	Dwelling Equipment:	1465.1	
			0.00
	Interior Common Areas: None		
		1470	0.00
			0.00
	Nondwelling Equipment: None		
		1475	0.00
			0.00
	Scattered Sites		91,160.00

**Annual Statement--FY 2001
Capital Fund Program (CFP)**

Part II: Supporting Table

Development Number/ Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
			Original
Co002005 Eastwood Heights	Site: Fence repair (PHAS)	1450	3,200.00

			3,200.00
	Mechanical and Electrical: None	1460	0.00

			0.00
	Building Exterior: Storage sheds Exterior paint (PHAS)	1460	43,000.00 39,000.00

			82,000.00
	Dwelling Units: Continuing replacement of floor tile	1460	22,500.00

			22,500.00
	Dwelling Equipment: None	1465.1	0.00

			0.00
	Interior Common Areas: None	1470	0.00

			0.00
	Site-Wide Facilities: None	1470	0.00

			0.00
	Nondwelling Equipment: None	1475	0.00

			0.00
	Eastwood Heights		-----
			107,700.00

Annual Statement--FY 2001
Capital Fund Program (CFP)

Development Number/ Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
			Original
Co002006 Hyde Park Homes	Site: Fence repair (PHAS) Provide concrete splashblocks (PHAS)	1450	2,800.00 1,600.00 ----- 4,400.00
	Mechanical and Electrical: None	1460	0.00 ----- 0.00
	Building Exterior: Storage sheds Exterior painting (PHAS)	1460	44,000.00 2,500.00 ----- 46,500.00
	Dwelling Units:		
		1460	0.00 ----- 0.00
	Dwelling Equipment: None	1465.1	0.00 ----- 0.00
	Interior Common Areas: None	1470	0.00 ----- 0.00
	Nondwelling Equipment: None	1475	0.00 ----- 0.00
	Total, Hyde Park		50,900.00

Annual Statement--FY 2001
Capital Fund Program (CFP)

Part II: Supporting Table

Development Number/ Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Costs
Co002008 Scattered Sites	Site: Fence repair (PHAS)	1450	13,000.00

			13,000.00
	Mechanical and Electrical: None	1460	0.00

			0.00
	Building Exterior: Storage sheds Exterior paint (PHAS)		30,000.00 1,500.00
		1460	0.00

			31,500.00
	Dwelling Units: Interior renovations including: light fixtures, toilet, sink, tub/surround, lavatories, faucets, electrical receptacles, switches, interior doors and hardware, kitchen cabinets and countertops, interior paint as needed		10,000.00
	Flooring replacement		10,000.00
	Window replacement		5,000.00
		1460	0.00

			25,000.00
	Dwelling Equipment: None	1465.1	0.00

			0.00
	None		-----

	Scattered Sites		69,500.00

**Annual Statement--FY 2001
Capital Fund Program (CFP)**

Part II: Supporting Table

Development Number/ Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
Co002009 Handicapped	Site: Erosion control and back fill (PHAS) splash blocks PHAS) Fence repair (PHAS)	1450	14,000.00 280.00 2,000.00
			----- 16,280.00
	Mechanical and Electrical:	1460	----- 0.00
	Building Exterior: Storage sheds	1460	4,500.00
			----- 4,500.00
	Dwelling Units: None	1460	0.00
			----- 0.00
	Dwelling Equipment: None	1465.1	0.00
			----- 0.00
	Interior Common Areas: None	1470	0.00
			----- 0.00
	Site-Wide Facilities: None	1470	0.00
			----- 0.00
	Nondwelling Equipment: None	1475	0.00
			----- 0.00
	Handicapped		----- 20,780.00

Annual Statement--FY 2001
Capital Fund Program (CFP)

Part II: Supporting Table

Development Number/ Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Costs
Co06P002010 Scattered Homes	Site: Splash blocks (PHAS) Fence repair (PHAS)	1450	500.00 5,000.00 ----- 5,500.00
	Mechanical and Electrical:	1460	----- 0.00
	Building Exterior: Brick pointing (PHAS)	1460	1,000.00 ----- 1,000.00
	Dwelling Units: Replace interior and bi-fold doors (5 years)		3,300.00
	Replace flooring (5 years)	1460	10,000.00 ----- 13,300.00
	Dwelling Equipment: None	1465.1	0.00 ----- 0.00
	Interior Common Areas: None	1470	0.00 ----- 0.00
	Site-Wide Facilities: None	1470	0.00 ----- 0.00
	Nondwelling Equipment: None	1475	0.00 ----- 0.00
	Scattered		----- 19,800.00

**Annual Statement--FY 2001
Capital Fund Program (CFP)**

Part II: Supporting Pages

Development Number/ Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
Co06P002011 The Vail	Site: None	1450	0.00
			0.00
	Mechanical and Electrical:		
	No work scheduled as part of this Capital Fund project.	1460	0.00
	Building Exterior: None	1460	0.00
			0.00
	Dwelling Units: None	1460	0.00
			0.00
	Dwelling Equipment: None	1465.1	0.00
			0.00
	Interior Common Areas: None	1470	0.00
			0.00
	Site-Wide Facilities: None	1470	0.00
			0.00
	Nondwelling Equipment: None	1475	0.00
			0.00
	The Vail		0.00

**Annual Statement--FY 2001
Capital Fund Program (CFP)**

Part II: Supporting Pages

Development Number/ Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
Co06P002014 Minnequa Apts	Site: None	1450	0.00
			0.00
	Mechanical and Electrical:	1460	
			0.00
	Building Exterior: None	1460	0.00
			0.00
	Dwelling Units: No work scheduled as part of this capital fund project	1460	0.00
			0.00
	Dwelling Equipment: None	1465.1	0.00
			0.00
	Interior Common Areas: None	1470	0.00
			0.00
	Site-Wide Facilities: None	1470	0.00
			0.00
	Nondwelling Equipment: None	1475	0.00
			0.00
	Minnequa Park		0.00

Annual Statement--FY 2001
Capital Fund Program (CFP)

Part II: Supporting Pages

Development Number/ Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
Co06P002015 Scattered Sites Homes	Site: Fence repair (PHAS) Splash blocks (PHAS)	1450	2,500.00 336.00 ----- 2,836.00
	Mechanical and Electrical:	1460	----- 0.00
	Building Exterior: Storage sheds	1460	1,500.00
	Exterior painting (PHAS)		1,900.00 ----- 3,400.00
	Dwelling Units: Continuing replacement of interior doors	1460	5,000.00
	Standardize plumbing	1460	5,000.00 ----- 10,000.00
	Dwelling Equipment: None	1465.1	0.00 ----- 0.00
	Interior Common Areas: None	1470	0.00 ----- 0.00
	Site-Wide Facilities: None	1470	0.00 ----- 0.00
	Nondwelling Equipment: None	1475	0.00 ----- 0.00
	Total,		----- 16,236.00
	Scattered Sites		

**Annual Statement--FY 2001
Capital Fund Program (CFP)**

Part II: Supporting Pages

Development Number/ Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
Co06P002017 Montezuma Apartments	Site: Erosion control and concrete replacement	1450	22,000.00 ----- 22,000.00
	Mechanical and Electrical: None	1460	0.00 ----- 0.00
	Building Exterior: None	1460	0.00 ----- 0.00
	Dwelling Units:	1460	----- 0.00
	Dwelling Equipment: None	1465.1	0.00 ----- 0.00
	Interior Common Areas: None	1470	0.00 ----- 0.00
	Site-Wide Facilities: None	1470	0.00 ----- 0.00
	Nondwelling Equipment: None	1475	0.00 ----- 0.00
	Montezuma		----- 22,000.00

**Annual Statement--FY 2001
Capital Fund Program (CFP)**

Part II: Supporting Pages

Number/ Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
Co06P002018 Scattered Sites	Site: Fence repair (PHAS)	1450	10,000.00
	Splash blocks		165.00
			----- 10,165.00
	Mechanical and Electrical:	1460	
			----- 0.00
	Building Exterior: Storage sheds	1460	7,500.00
			----- 7,500.00
	Dwelling Units: Interior renovations including: light fixtures, toilet, sink, tub/surround, lavatories, faucets, electrical receptacles, switches, interior doors and hardware, kitchen cabinets and countertops, interior paint as needed Replace flooring (5 years)	1460	9,400.00 3,000.00
			----- 12,400.00
	Dwelling Equipment: Replace ranges and refrigerators (5 year	1465.1	3,400.00
			----- 3,400.00
	Interior Common Areas: None	1470	0.00
			----- 0.00
	Site-Wide Facilities: None	1470	0.00
			----- 0.00
	Nondwelling Equipment: None	1475	0.00
			----- 0.00
	Scattered Sites		----- 33,465.00

Annual Statement--FY 2001
Capital Fund Program (CFP)

Part II: Supporting Pages

Development Number/ Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
Co06P002020 Scattered Sites	Site: Fence repair (PHAS) Splash blocks (PHAS)	1450	14,000.00 7,000.00 ----- 21,000.00
	Mechanical and Electrical:	1460	----- 0.00
	Building Exterior: Exterior painting (PHAS) Storage sheds	1460	15,000.00 3,000.00 ----- 18,000.00
	Dwelling Units: fixtures, toilet, sink, tub/surround, lavatories, faucets, electrical receptacles, switches, interior doors and hardware, kitchen cabinets and countertops, interior paint as needed after repairs. Replace flooring (5 years) Replace interior doors (5 years)	1460	23,500.00 13,520.00 5,000.00 ----- 42,020.00
	Dwelling Equipment: Replace ranges and refrigerators (5 year	1465.1	6,700.00 ----- 6,700.00
	Nondwelling Equipment: None	1475	0.00 ----- 0.00
	Total, Scattered Sites		----- 87,720.00

**Annual Statement--FY 2001
Capital Fund Program (CFP)**

Part II: Supporting Pages

Development Number/ Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
Co06P002022 Scattered Sites	Site: Fence Repair (PHAS)	1450	1,000.00 0.00
			----- 1,000.00
	Mechanical and Electrical:		
		1460	
			----- 0.00
	Building Exterior:		
	Exterior painting (PHAS)	1460	3,600.00
			----- 3,600.00
	Dwelling Units:		
		1460	
			----- 0.00
	Dwelling Equipment:		
	None	1465.1	0.00
			----- 0.00
	Interior Common Areas:		
	None	1470	0.00
			----- 0.00
	Site-Wide Facilities:		
	None	1470	0.00
			----- 0.00
	Nondwelling Equipment:		
	None	1475	0.00
			----- 0.00
Total,	Scattered Sites		4,600.00

**Annual Statement--FY 2001
Capital Fund Program (CFP)**

Part II: Supporting Pages

Development Number/ Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
Co06P002025 Scattered Sites	Site: Fence repair (PHAS) Splash blocks (PHAS)	1450	1,000.00 500.00 ----- 1,500.00
	Mechanical and Electrical:	1460	----- 0.00
	Building Exterior: Exterior painting (PHAS)	1460	3,300.00 ----- 3,300.00
	Dwelling Units: None	1460	0.00 ----- 0.00
	Dwelling Equipment: None	1465.1	0.00 ----- 0.00
	Interior Common Areas: None	1470	0.00 ----- 0.00
	Site-Wide Facilities: None	1470	0.00 ----- 0.00
	Nondwelling Equipment: None	1475	0.00 ----- 0.00
	Scattered Sites		----- 4,800.00

Annual Statement--FY 2001
Capital Fund Program (CFP)

Part II: Supporting Pages

Development Number/ Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
Co06P002027 Scattered Sites	Site:	1450	
			0.00
	Mechanical and Electrical:	1460	
			0.00
	Building Exterior: Exterior painting (PHAS)	1460	2,500.00
			2,500.00
	Dwelling Units: None	1460	0.00
			0.00
	Dwelling Equipment: None	1465.1	0.00
			0.00
	Interior Common Areas: None	1470	0.00
			0.00
	Site-Wide Facilities: None	1470	0.00
			0.00
	Nondwelling Equipment: None	1475	0.00
			0.00
	Scattered Sites		2,500.00

**Annual Statement-FY 2001
Capital Fund Program**

Part II: Supporting Pages

Development Number/ Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
			Original
Agency Wide	Management Improvements		
	In response to HUD's directive to Housing Authorities regarding resident participation, the Housing Authority has two positions that are responsible for the empowerment of our employees. These positions are:		
	Resident Development Coordinator, responsible for the Community Work Responsibility Program	1408	15,000
	Resident Initiatives Coordinator, responsible for resident training recruitment, Resident Councils, other types of resident programs.	1408	13,000
	Benefits, 40%	1408	11,200
	To maintain a good living environment at Sangre de Cristo Apartments off duty law enforcement officers are employed to provide security.	1408	7,500
	To continue the HACP emphasis on resident empowerment the resident training program plans to contract with Pueblo employers to place several residents in regular jobs.	1408	15,000
	In response to requirement of QHWRA, the following Plans, Studies and Upgrades will be completed using consulting services: Conversion Analysis Study, Agency Plan Updates, Homeownership Feasibility Study & Plan, Maintenance & Facility Plan, Market Analysis to Establish Flat Rent, Strategic Planning	1408	15,000
	Training for staff to meet requirements of QHWRA including: New Policies, PHAS/New Regulations/ Uniform Inspections.	1408	10,000
	Total Management Improvements		86,700

**Annual Statement-FY 2001
Capital Fund Program**

Part II: Supporting Pages

Development Number/ Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
			Original
Agency Wide	Administration		
	Administration of the Comprehensive Grant Program includes time spent by members of the Accounting Dept., Director of Special Projects, Executive Director and Assistant Executive Director		
	Estimated prorated salaries for these positions	1410	32,000
	Benefits	1410	12,800
	Sundry administrative expenses such as telephone, office supplies, Fidelity Bond, etc.	1410	5,168
	In house Architectural staff salaries Architect, two Draftsmen, Technical Support	1410	75,000
	Benefits	1410	30,000
	Total Administration		154,968
	Fees and Costs		
	Contract engineering costs, sundry cost such as printing, computer supplies, computer maintenance	1430	25,000
	Total Fees and Costs		25,000

Annual Statement-FY 2001
Capital Fund Program

Part II: Supporting Pages

Development Number/ Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
			Original
Agency Wide	Non Dwelling Equipment		
	Continuing replacement of aging computer equipment t and software update, especially implementation of new HUD requirements. This is a continuation of prior years Comp Grants Five Year Plan.	1475	25,000
	Continuing replacement of aging maintenance and housing management vehicles. This is a continuation of Five Year Plan.	1475	23,470
	Occupany Dept: 3 printers, 2 typewriters for preparation of leases and documents	1475	1,400
	Replacement and/or repair of furniture in community areas of elderly buildings.	1475	9,030
	Replacement of photo copier	1475	8,000
	Continuing replacement of aging maintenance equipment. This is a continuation of the Five Year Plan.	1475	5,000
	Continuing replacement of aging office furnishings. This is a continuation of the Five Year Plan.	1475	2,000
	Total Non Dwelling Equipment		73,900

Annual Statement
Capital Fund Program (CFP) Part II: Implementation Schedule
Grant Number Co06P002-502-01
FFY 2001

Development Number/Name HA-Wide Activities		All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
HA-Wide Activities	Management Improvements	03/31/03	09/30/03
"	Administration	03/31/03	09/30/03
"	Fees and Costs	03/31/03	09/30/03
"	Operations	03/31/03	09/30/03
"	Nondwelling Equipment	03/31/03	09/30/03
Co002001	Sangre de Cristo Apartments	03/31/03	09/30/03
Co002002	Scattered	03/31/03	09/30/03
Co002003	Mesa Tower	03/31/03	09/30/03
Co002004	Scattered Sites	03/31/03	09/30/03
Co002005	Scattered Sites	03/31/03	09/30/03
Co002006	Hyde Park	03/31/03	09/30/03
Co002008	Scattered Sites	03/31/03	09/30/03
Co002009	Handicapped	03/31/03	09/30/03
Co06P002010	Scattered	03/31/03	09/30/03
Co06P002011	The Vail	03/31/03	09/30/03
Co06P002014	Minnequa Park Apts.	03/31/03	09/30/03
Co06P002015	Scattered Sites	03/31/03	09/30/03
Co06P002017	Montezuma	03/31/03	09/30/03
Co06P002018	Scattered Sites	03/31/03	09/30/03
Co06P002020	Scattered Sites	03/31/03	09/30/03
Co06P002022	Scattered Sites	03/31/03	09/30/03
Co06P002025	Scattered Sites	03/31/03	09/30/03
Co06P002027	Scattered Sites	03/31/03	09/30/03

Five Year Action Plan
Physical Needs Assessment
FY2001

16-Jan-01

Department	Description of Need	Total Cost	Annual Statement 2001	FY: 2002	FY: 2003	FY: 2004	FY: 2005
Co002001	Install timed irrigation system throughout site.	46,200					46,200
	Remove existing clotheslines and poles; install new heavy-duty clotheslines and poles.	4,725		1,575	1,575	1,575	
	Replace 10% of resilient vinyl tile in units.	66,000		16,500	16,500	16,500	16,500
	Clean and point existing brick buildings.	154,400					154,400
	Regrade around building for proper drainage; typical at (41) buildings; install drain pans at downspouts.	20,500					20,500
	Refinish kitchen cabinets at (212) units.	63,600					63,600
	Standardize plumbing to include replacement of wall hung lavatory with base cabinet lavatory and faucet.	11,000					11,000
TOTAL REQUESTS		\$826,129	\$0	\$105,076	\$105,076	\$105,076	\$510,901

Public Housing Drug Elimination Program Plan

Note: THIS PHDEP Plan template (HUD 50075-PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.

Section 1: General Information/History

- A. Amount of PHDEP Grant** \$ 198,166.00
- B. Eligibility type (Indicate with an "x")** **N1** _____ **N2** _____ **R** X _____
- C. FFY in which funding is requested** 2001 _____

D. Executive Summary of Annual PHDEP Plan

In the space below, provide a brief overview of the PHDEP Plan, including highlights of major initiatives or activities undertaken. It may include a description of the expected outcomes. The summary must not be more than five (5) sentences long

The Teen Center provides a diverse and quality program with strategies specific to drug elimination for youth, ages 13-18, including three components:

(a). Drug Prevention Education which will include age appropriate, national research based drug and violence prevention curriculums developed by Girls, Inc., and Boys and Girls Clubs of America;

(b). Career/Technology Education will include curriculums and computer training to expose and reinforce youths' commitment to higher education and self-sufficiency; and

(c). Leadership/Socio-cultural and Ecosports offers leadership training, numerous and diverse athletic, fitness and ecosports activities to develop self-image, confidence and physical fitness.

E. Target Areas

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area. Unit count information should be consistent with that available in PC.

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
<i>Youth living in Federally assisted housing city wide</i>	<i>901</i>	<i>3,000</i>

F. Duration of Program

Indicate the duration (number of months funds will be required) of the PHDEP Program proposed under this Plan (place an "x" to indicate the length of program by # of months. For "Other", identify the # of months).

12 Months _____ **18 Months** _____ **24 Months** X _____

G. PHDEP Program History

Indicate each FY that funding has been received under the PHDEP Program (place an “x” by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. The Fund Balances should reflect the balance as of Date of Submission of the PHDEP Plan. The Grant Term End Date should include any HUD-approved extensions or waivers. For grant extensions received, place “GE” in column or “W” for waivers.

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Grant Start Date	Grant Term End Date
FY 1995	No grant					
FY 1996	\$270,000	Co06DEP0020196	.00	N/A	11/13/96	12/31/98
FY 1997	\$270,000	Co01DEP0020197	\$20,838.74	None	12/28/98	12/28/2000
FY 1998	\$270,000	Co01DEP0020198	\$36,475.76	None	12/28/98	12/28/2000
FY 1999	\$198,166	Co06DEP0020199	\$119,114.00	None	12/13/99	12/13/2001
FY 2000	\$206,530	Co06DEP0020100	\$206,530.00	None	7/21/2000	7/21/2002

Section 2: PHDEP Plan Goals and Budget

A. PHDEP Plan Summary

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify: the broad goals and objectives, the role of plan partners, and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

The project components will incorporate the following goals:

Careers and Life Planning: *To enable girls and boys to pursue careers that provide them with economic autonomy and to enable them to integrate a rewarding career into their lives as family members.*

Health and Sexuality: *To enable girls and boys to take charge of developing and maintaining fit, healthy bodies and to function comfortably as responsible sexual beings.*

Leadership and Community Action: *To enable boys and girls to exercise personal and collective power effectively and responsibly, and to enable them to analyze and contribute to positive changes in the community, nation and world.*

Sports and Adventure: *To enable boys and girls to compete and cooperate with confidence, to take physical risks, and to master a range of physical skills.*

Self-Reliance and Life Skills: *To enable boys and girls to conquer life's basic challenges in areas both traditional and nontraditional, to prepare them to function independently and interdependently today and in the future.*

Culture and Heritage: *To enable boys and girls to appreciate their own and other's heritage, to enjoy diverse forms of creative expression and to recognize the contributions of men and women to history and culture.*

B. PHDEP Budget Summary

Enter the total amount of PHDEP funding allocated to each line item.

FY <u>2001</u> PHDEP Budget Summary	
Budget Line Item	Total Funding
9110 - Reimbursement of Law Enforcement	
9115 - Special Initiative	
9116 - Gun Buyback TA Match	
9120 - Security Personnel	10,000.00
9130 - Employment of Investigators	
9140 - Voluntary Tenant Patrol	
9150 - Physical Improvements	
9160 - Drug Prevention	188,166.00
9170 - Drug Intervention	
9180 - Drug Treatment	
9190 - Other Program Costs	
TOTAL PHDEP FUNDING	198,166.00

C. PHDEP Plan Goals and Activities

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be numbered sequentially for each budget line item (where applicable). Use as many rows as necessary to list proposed activities (additional rows may be inserted in the tables). PHAs are not required to provide information in shaded boxes. Information provided must be concise—not to exceed two sentences in any column. Tables for line items in which the PHA has no planned goals or activities may be deleted.

9110 - Reimbursement of Law Enforcement					Total PHDEP Funding: \$ 0.00		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDep Funding	Other Funding (Amount/ Source)	Performance Indicators
1.							
2.							
3.							

9115 – Special Initiative					Total PHDEP Funding: 0.00		
Goal(s)							
Objectives	.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDep Funding	Other Funding (Amount/ Source)	Performance Indicators
2.							
3.							

9116 – Gun Buyback TA Match					Total PHDEP Funding: \$ 0.00		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDep Funding	Other Funding (Amount/ Source)	Performance Indicators
1.							
2.							
3.							

9120 - Security Personnel					Total PHDEP Funding: \$ 10,000.00		
Goal(s)	To reduce drug activity in Federally assisted housing						
Objectives	To provide security patrols to monitor drug activity and to report such activity to law enforcement						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDep Funding	Other Funding (Amount /Source)	Performance Indicators
1. Evening patrols			7/2001	7/2003	\$10,000	\$10,000/ capital fund and operations	Reduced number of police calls
2.							
3.							

9130 - Employment of Investigators					Total PHDEP Funding: \$ 0.00		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDep Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9140 - Voluntary Tenant Patrol					Total PHDEP Funding: \$ 0.00		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDep Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9150 - Physical Improvements					Total PHDEP Funding: \$ 0.00		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDep Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9160 - Drug Prevention					Total PHDEP Funding: \$188,160.00		
Goal(s)	<u>Drug Prevention Education</u> - will include age appropriate national research-based drug and violence and pregnancy prevention curriculums developed by Girls, Inc. and BGCA. <u>Career/Technology</u> – will include age appropriate curriculums and computer training to expose and reinforce teens’ commitment to higher education and self-sufficiency. <u>Leadership/Socio-cultural and Ecosports</u> – will offer leadership training, numerous and diverse athletic, fitness and ecosports activities to develop self-image, confidence and physical fitness.						
Objectives	<u>Drug Prevention</u> – number served = 60 <u>Career/Technology</u> – number served = 30 <u>Leadership/Socio-cultural and Ecosports</u> – number served = 100						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Drug Prevention	60	Federally assisted youth	7/1/01	6/30/03	\$61,940	N/A	55% of the participants in the prevention curriculum will increase their knowledge about the effects of substance use and abuse and learn to say no to drugs.
2. Career/Technology	30	Federally assisted youth	7/1/01	6/30/03	\$62,775	N/A	50% of the members participating in tutoring will improve their <u>achievement</u> in school.
3. Leadership/Socio-cultural and Ecosports	100	Federally assisted youth	7/1/01	6/30/03	\$63,445	N/A	To change the condition of member’s leisure time choices to lower their involvement in substance use and abuse increasing daily attendance by 15%. Increase the social competency <u>behavior</u> of 25% of the members.

9170 - Drug Intervention					Total PHDEP Funding: \$ 0.00		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDep Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9180 - Drug Treatment					Total PHDEP Funding: \$ 0.00		
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Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9190 - Other Program Costs					Total PHDEP Funds: \$ 0.00		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

Section 3: Expenditure/Obligation Milestones

Indicate by Budget Line Item and the Proposed Activity (based on the information contained in Section 2 PHDEP Plan Budget and Goals), the % of funds that will be expended (at least 25% of the total grant award) and obligated (at least 50% of the total grant award) within 12 months of grant execution.

Budget Line Item #	25% Expenditure of Total Grant Funds By Activity #	Total PHDEP Funding Expended (sum of the activities)	50% Obligation of Total Grant Funds by Activity #	Total PHDEP Funding Obligated (sum of the activities)
<i>e.g Budget Line Item # 9120</i>	<i>Activities 1, 3</i>		<i>Activity 2</i>	
9110				
9115				
9116				
9120	<i>Activity 1</i>	<i>\$2,500.00</i>	<i>Activity 1</i>	<i>\$10,000.00</i>
9130				
9140				
9150				
9160	<i>Activity 1, 2, 3</i>	<i>\$47,040.00</i>	<i>Activity 1, 2, 3</i>	<i>\$188,166.00</i>
9170				
9180				
9190				
TOTAL		<i>\$49,540.00</i>		<i>\$198,166.00</i>

Section 4: Certifications

A comprehensive certification of compliance with respect to the PHDEP Plan submission is included in the “PHA Certifications of Compliance with the PHA Plan and Related Regulations.”

Housing Authority of the City of Pueblo

Required Attachment CO002f01: Resident Member on the PHA Governing Board

1. ☒ Yes ☐ No: Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (if no, skip to #2)

A. Name of resident member(s) on the governing board:

Mr. Gaspare Barcia

B. How was the resident board member selected: (select one)?

☐ Elected

☒ Appointed

C. The term of appointment is (include the date term expires): ***5 Year Term - expires July, 2002***

2. A. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not? *N/A*

- ☐ the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis
- ☐ the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.

☐ Other (explain):

B. Date of next term expiration of a governing board member: ***July, 2001***

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position):

Members of the City of Pueblo City Council:

- ***Corinne Koehler***
- ***Al Gurule***
- ***Patrick Avalos***
- ***Dr. Bill Sova***
- ***Ted Lopez, Jr.***
- ***Bob Schilling***
- ***Richard Golenda***

Housing Authority of the City of Pueblo

Required Attachment CO002g01: Membership of the Resident Advisory Board or Boards

List members of the Resident Advisory Board or Boards: (If the list would be unreasonably long, list organizations represented or otherwise provide a description)

Gaspara Barcia

Lillie Arriaga

Carmen Carrasco

Joe Carrillo

Irene Dunford

Letitia Flores

Kathleen Korson

Roger McAfee

Eva Hughes

Housing Authority of the City of Pueblo

Section 8 Homeownership Program Capacity Statement Attachment CO002h01

The Housing Authority of the City of Pueblo demonstrates its capacity to administer the Section 8 Homeownership program has the following policies are adopted:

1. A minimum down payment of 3% is required. At least 1% must come for the family's resources.
2. Financing for purchase of a home will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.

**COMMUNITY SERVICE POLICY
FOR THE
HOUSING AUTHORITY OF THE
CITY OF PUEBLO, COLORADO**

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COMMUNITY SERVICE POLICY

Section 512 of the Quality Housing and Work Responsibility Act of 1998, which amends Section 12 of the Housing Act of 1937, establishes a new requirement for non-exempt residents of public housing to contribute eight (8) hours of community service each month or to participate in a self-sufficiency program for eight (8) hours each month. Community service is a service for which individuals are not paid. The Housing Authority of the City of Pueblo (herein referred to as PHA) believes that the community service requirement should not be perceived by the resident to be a punitive or demeaning activity, but rather to be a rewarding activity that will benefit both the resident and the community. Community service offers public housing residents an opportunity to contribute to the communities that support them.

In order to effectively implement this new requirement, the Housing Authority of the City of Pueblo establishes the following Policy.

A. Community Service

The PHA will provide residents, identified as required to participate in community service, a variety of voluntary activities and locations where the activities can be performed. The activities may include, but are not limited to:

- C improving the physical environment of the resident's developments;
- C selected office related services in the development or Administrative Office;
- C volunteer services in local schools, day care centers, hospitals, nursing homes, youth or senior organizations, drug/alcohol treatment centers, recreation centers, etc;
- C neighborhood group special projects;
- C self-improvement activities such as household budget, credit counseling, English proficiency, GED classes or other educational activities;
- C tutoring elementary or high school age residents; and
- C serving in on-site computer training centers.

Voluntary political activities are prohibited.

B. Program Administration

The PHA may administer its own community service program in conjunction with the formation of cooperative relationships with other community based entities such as TANF, Social Services Agencies or other organizations which have as their goal, the improvement and advancement of disadvantaged families. The PHA may seek to contract its community service program out to a third-party.

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In conjunction with its own or partnership program, the PHA will provide reasonable accommodations for accessibility to persons with disabilities. The PHA may directly supervise community service activities and may develop and provide a directory of opportunities from which residents may select. When services are provided through partnering agencies, the PHA will confirm the resident's participation. Should contracting out the community service function be determined to be the most efficient method for the PHA to accomplish this requirement, the PHA will monitor the agency for contract compliance.

The PHA will assure that the service is not labor that would normally be performed by PHA employees responsible for the essential maintenance and property services.

C. Self-Sufficiency

The PHA will inform residents that participation in self-sufficiency activities for eight (8) hours each month can satisfy the community service requirement and encourage non-exempt residents to select such activities to satisfy the requirement. ***It should be noted that an individual may satisfy this requirement through a combination of community service and self-sufficiency activities totaling at least eight (8) hours per month.*** Such activities can include, but are not limited to:

- C apprenticeships and job readiness training;
- C substance abuse and mental health counseling and treatment;
- C English proficiency, GED, adult education, junior college or other formal education;
- C household budgeting and credit counseling;
- C small business training.

The PHA may sponsor its own economic self-sufficiency program or coordinate with local social services, volunteer organizations and TANF agencies.

D. Geographic Location

The PHA recognizes that the intent of this requirement is to have residents provide service to their own communities, either in the PHA's developments or in the broader community in which the PHA operates.

E. Exemptions

In accordance with provisions in the Act, the PHA will exempt from participation in community service requirements the following groups:

- C adults who are 62 years of age or older;

- C persons engaged in work activities as defined under Social Security (full-time or part-time employment);
- C participants in a welfare to work program;
- C persons receiving assistance from and in compliance with State programs funded under part A, title IV of the Social Security Act; and
- C the disabled but only to the extent that the disability makes the person “unable to comply” with the community service requirements.

The PHA will determine, at the next regularly scheduled reexamination, ***on or after the Fiscal Year beginning April 1, 2001*** the status of each household member eighteen (18) years of age or older with respect to the requirement to participate in community service activities. The PHA will use the “PHA Family Community Service Monthly Time-Sheet” to document resident eligibility and the hours of community service. A record for each adult will be established and community service placement selections made. Each non-exempt household member will be provided with forms to be completed by a representative of the service or economic self-sufficiency activity verifying the hours of volunteer service conducted each month.

The PHA will also assure that procedures are in place which provide residents the opportunity to change status with respect to the community service requirement. Such changes include, but are not limited to:

- C going from unemployment to employment;
- C entering a job training program;
- C entering an educational program which exceeds eight (8) hours monthly.

All exemptions to the community service requirement will be verified and documented in the resident file. Required verifications may include, but not be limited to:

- C third-party verification of employment, enrollment in a training or education program, welfare to work program or other economic self sufficiency activities;
- C birth certificates to verify age 62 or older; or
- C if appropriate, verification of disability limitations.

Families who pay flat rents, live in public housing units within market rate developments or families who are over income when they initially occupy a public housing unit will not receive an automatic exception.

F. Cooperative Relationships with Welfare Agencies

The PHA may initiate cooperative relationships with local service agencies that provide assistance to its families to facilitate information exchange, expansion of community service/self-sufficiency

program options and aid in the coordination of those activities.

G. Lease Requirements and Documentation

The PHA's lease has a twelve (12)-month term and is automatically renewable except for non-compliance with the community service requirement. The lease also provides for termination and eviction of the entire household for such non-compliance. The lease provisions will be implemented for current residents at the next regularly scheduled reexamination. The PHA will not renew or extend the lease if the household contains a non-exempt member who has failed to comply with the community service requirement.

Documentation of compliance or non-compliance will be placed in each resident file.

H. Noncompliance

If the PHA determines that a resident who is not an "exempt individual" has not complied with the community service requirement, the PHA must notify the resident:

1. of the non-compliance;
2. that the determination is subject to the PHA's administrative grievance procedure;
3. that unless the resident enters into an agreement under paragraph 4. of this section, the lease of the family of which the non-compliant adult is a member may not be renewed. However, if the non-compliant adult moves from the unit, the lease may be renewed;
4. that before the expiration of the lease term, the PHA must offer the resident an opportunity to cure the non-compliance during the next twelve (12)-month period; such a cure includes a written agreement by the non-compliant adult *and the head of household (as applicable)* to complete as many additional hours of community service or economic self-sufficiency activity needed to make up the total number of hours required over the twelve (12)-month term of the lease.

NOTICE

Although we have made our best effort to comply with regulations, laws, and Federal/local policies the Nelrod Company does not offer advice on legal matters or render legal opinions. We recommend that this policy be reviewed by the Housing Authority's general counsel and/or attorney prior to approval by the Board of Commissioners.

The Nelrod Company is not responsible for any changes made to these policies by any party other than the Nelrod Company.

C:\pha plans\CO002i01.wpd

PET OWNERSHIP POLICY
(FAMILY, SCATTERED HOUSING & APARTMENT COMPLEXES)
FOR
THE HOUSING AUTHORITY OF THE
CITY OF PUEBLO, COLORADO

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PET OWNERSHIP POLICY

OVERVIEW

Section 526 of the Quality Housing and Work Responsibility Act of 1998 added a new Section 31 (“Pet Ownership in Public Housing”) to the United States Housing Act of 1937. Section 31 establishes pet ownership requirements for residents of public housing other than Federally assisted rental housing for the elderly or persons with disabilities. In brief, this section states that: A resident of a dwelling unit in public housing may own one (1) or more common household pets or have such pets present in the dwelling unit. Allowance of pets is subject to reasonable requirements of the PHA. ***A proposed rule to implement Section 31 was published in the June 23, 1999, Federal Register. On July 10, 2000, a final rule incorporating comments received, was published in the Federal Register. This policy reflects the final rule requirements.***

The Housing Authority of the City of Pueblo (herein referred to as PHA) will notify eligible new and current residents of their right to own pets subject to the PHA’s rules and will provide them copies of the PHA’s Pet Ownership Rules. To obtain permission, pet owners must agree to abide by those Rules.

In consulting with residents currently living in the PHA’s developments, the PHA will ***develop appropriate pet ownership rules, include those rules in their Agency Plan and*** notify all such residents that:

- A. all residents are permitted to own and keep common domesticated household pets, such as a cat, dog, bird, and fish, in their dwelling units, in accordance with PHA pet ownership rules;
- B. a non-refundable nominal pet fee of \$ will be charged and is intended to cover the reasonable operating costs to the development ***directly attributable to a pet or pets in the unit (i.e., fumigation of a unit).*** A refundable pet deposit of \$ will be assessed and is intended to cover additional costs not otherwise covered ***which are directly attributable to the pet’s presence (i.e., damages to the unit, yard, fumigation of a unit, etc.);***
- C. animals that are used to assist the disabled are excluded from the size, weight, type and non-refundable fee requirements pertaining to ownership of service animals; however, they will be required to assure that proper licensing, inoculations, leash restraints, etc. ***in accordance with State or local law*** are observed;
- D. residents may request a copy of the PHA’s pet ownership rules or proposed amendments to the rules at any time; and,

- E. if the dwelling lease of a resident prohibits pet ownership, the resident may request that the lease be amended to permit pet ownership, in accordance with the PHA's pet ownership rules shown below;
- F. Section 31 does not alter, in any way, the regulations applicable to Federally assisted housing for the elderly and persons with disabilities found at Section 227 of the Housing and Urban-Rural Recovery Act of 1983 and located in 24 CFR part 5, subpart C;
- G. **New Section 960.705 of 24 CFR clarifies that the regulations added in Section 31 do not apply to service animals that assist persons with disabilities. This exclusion applies to both service animals that reside in public housing and service animals that visit PHA developments. Nothing in this rule limits or impairs the rights of persons with disabilities, authorizes PHAs to limit or impair the rights of persons with disabilities, or affects any authority PHAs may have to regulate service animals that assist persons with disabilities.**

HOUSING AUTHORITY OF THE CITY OF PUEBLO

Pet Ownership Rules for Families

1. Common household pet means a domesticated cat, dog, bird, gerbil, hamster, Guinea pig and fish in aquariums. Reptiles of any kind, with the exception of small turtles or *lizards* in a terrarium, as well as mice and rats are prohibited. These definitions do not include any wild animal, bird *of prey*, *dangerous* fish, *snakes*, *spiders or other insects*, or *any farm animals*.
2. Each household shall have only one pet (except fish or birds). The limit for birds is two (2).
3. The pet owner shall have only a small cat or a dog. All four-legged, warm-blooded pets shall be *twenty (20) pounds* or less. The animal's height shall not exceed *fifteen (15) inches*, measurement will be from ground to top of the animal's back. Such limitations do not apply to a *service animal* used to assist a handicapped or disabled resident.
4. Pet owners shall license their pets yearly with the City of Pueblo, Colorado or as required. The pet owner must show the PHA proof of rabies and distemper booster inoculations and licensing annually. The *PHA may require the* pet owner carry renter's liability insurance or other form of liability insurance which covers household pets. *Such insurance shall be in force at all times, with proof of same provided at each recertification or at such other times as the PHA may request.*
5. At the time of registration, proof of renter's liability insurance coverage must be paid for in advance for the period of one year of coverage. (Note: If not, HAP will have to follow-up on insurance coverage on a monthly basis.)

All registrations of pets with the HAP will be updated each April and the resident must provide HAP with: proof of renter's liability insurance, license, inoculation, and a copy of veterinarian's records noting the date the pet was spayed or neutered.

All pets will be registered, deposits paid, all required paper work completed, pet weighed, measured and a photograph of the pet will be submitted to the Housing manager for approval of registration of the pet. When required a pet run must be installed and approved by HAP BEFORE the pet is brought onto the PHA premises.

6. All dogs and cats will wear a collar with identification tag, including phone number of resident, in the event of emergency.
7. Residents are required to have their cat or dog bathed and dipped for fleas periodically;

receipt for this service may be asked for by the Housing Manager.

8. No pet owner shall keep a pet in violation of State or local health or humane laws or ordinances. Any failure of these pet ownership rules to contain other applicable State or local laws or ordinances does not relieve the pet owner of the responsibility for complying with such requirements.
9. The pet owner shall have his or her cat or dog spayed or neutered and shall pay the cost thereof. A veterinarian shall verify that the spaying or neutering has been accomplished.
10. The pet owner shall house the pet inside the pet owner's dwelling unit. The pet owner shall keep a cat or a dog on a leash and shall control the animal when it is taken out of the dwelling unit for any purpose. The owner of a bird(s) shall confine them to a cage at all times. No pet owner shall allow his or her pet to be unleashed or loose outside the pet owner's dwelling unit.
11. ***All dogs and cats shall wear a collar at all times. Attached to the collar shall be an ID tag listing the pet owner's name and address.***
12. ***Any resident having a dog or cat shall obtain some type of "scooper" to clean up after the pet outdoors. The resident is responsible for placing all waste in sealed plastic bags and disposing of such material in a trash container.***
13. ***Resident is required to take whatever action necessary to insure that their pet does not bring any fleas or ticks into the building. This may include, but is not limited to, the use of flea collars and flea powder. The resident is responsible for the cost of flea/tick extermination.***
14. No resident shall keep, raise, train, breed or maintain any pet of any kind at any location, either inside or outside the dwelling unit, for any commercial purpose.
15. No pet owner shall keep a vicious or intimidating pet on the premises (***i.e. pit bulls or any other vicious or intimidating breeds***). ***Any animal identified in local or State law or ordinance as dangerous or vicious will be prohibited.*** If the pet owner declines, delays or refuses to remove such a pet from the premises, the PHA shall do so, in order to safeguard the health and welfare of other residents and HAP. The PHA will issue a three (3) day notice of proposed lease termination for threat to health and safety. Resident will not be entitled to a Grievance Hearing according to the Dwelling Lease.
16. No pet owner shall permit his or her pet to disturb, interfere or diminish the peaceful enjoyment of the pet owner's neighbors or other residents. The terms "disturb, interfere or diminish" shall include but not be limited to barking, howling, biting, scratching, chirping and other activities of a disturbing nature. If the pet owner declines, delays or refuses to

remove the pet from the premises, the PHA shall do so.

17. The owner of a cat shall feed the animal at least once per day; provide a litter box inside the dwelling unit; clean the litter box at least every two (2) days; and take the animal to a veterinarian at least once per year. The pet owner shall not permit refuse from the litter box to accumulate or to become unsanitary or unsightly, and shall dispose of such droppings by placing them in a plastic tie sack in a designated trash container outside the building where the pet owner lives.
18. The owner of a dog shall feed the animal at least once per day; take the animal for a walk at least twice per day; remove the animals droppings at least twice per day; and take the animal to a veterinarian at least once per year. The pet owner shall not permit dog droppings to accumulate or to become unsanitary or unsightly, and shall dispose of such droppings by placing them in a plastic tie sack in a designated trash container outside the building where the pet owner lives.

The PHA has imposed a separate Pet Waste Removal Charge of thirty dollars (\$30.00) for each occurrence of pet owner's failure to remove pet waste in accordance with the prescribed rules.

19. The pet owner shall take the precautions and measures necessary to eliminate pet odors within and around the dwelling unit, and shall maintain the dwelling unit in a sanitary condition at all times, as determined by the PHA.
20. ***The pet owner shall keep the pet, dwelling unit, and surrounding areas free of fleas, ticks and/or other vermin.***
21. No pet owner shall alter the dwelling unit or the surrounding premises to create a space, hole, container or enclosure for any pet.
22. ***Resident agrees that the PHA shall have the right to remove any pet should the pet become vicious, display symptoms of severe illness or demonstrate other behavior that constitutes an immediate threat to the health or safety of the tenancy as a whole. If the PHA requests that the resident remove the pet from the premises and resident refuses to do so, or if the PHA is unable to contact the resident to make the request, the PHA may take such actions as deemed necessary, e.g. placing the pet in a facility that will provide the pet with care and shelter at the expense of the pet owner for a period not to exceed thirty (30) days.***
23. PHA staff shall enter a dwelling unit where a pet has been left untended for twenty-four (24) hours, remove the pet and transfer it to the proper local authorities, subject to any provisions of State or local law or ordinances in this regard. The PHA shall accept no responsibility for the pet under such circumstances.

A twenty-five dollar (\$25.00) service charge will be assessed to the resident's account when PHA staff are denied access to the unit, to perform work orders or inspections, because of an unsupervised pet.

24. Each pet owner shall pay a non-refundable pet fee of \$_____ and a refundable pet deposit of \$_____. A refundable deposit of \$_____ will be charged for aquariums. There is no pet deposit for birds, gerbils, hamsters, guinea pigs or turtles. The pet fee/deposit is not part of the rent payable by the pet owner, and is in addition to any other financial obligation generally imposed on residents of the development where the pet owner lives. The PHA shall use the non-refundable pet fee only to pay reasonable expenses directly attributable to the presence of the pet in the development, including, but not limited to the cost of repairs and replacements to, and the fumigation of, the pet owner's dwelling unit. The refundable deposit will be used, if appropriate, to correct damages directly attributable to the presence of the pet.

The refundable pet deposit will be placed in an escrow account and the PHA will refund the unused portion, plus any accrued interest, to the resident within thirty (30) days after the pet owner moves from the dwelling unit or no longer owns or keeps a pet in the dwelling unit.

25. All residents are prohibited from feeding, housing or caring for stray animals or birds. Such action shall constitute having a pet without permission of the PHA. Only registered pets are authorized to be kept in the dwelling unit. No substitutions are allowed. No other pet shall be permitted on the premises by resident, their guests, or occupants except those animals trained to assist the disabled. No pet sitting is allowed.
26. Each pet owner shall identify an alternate custodian for his or her pet. If the pet owner is ill or absent from the dwelling unit and unable to care for his or her pet, the alternate custodian shall assume responsibility for the care and keeping of the pet, including, if necessary, the removal of the pet from PHA premises.
27. Should any pet housed in the PHA's facilities give birth to a litter, the residents shall remove from the PHA premises all of said pets except the original pet, as soon as the baby's are able to survive on their own (a maximum of 6 weeks). (Note: All pets are to be sprayed or neutered.)
28. ***Pet Violation Procedures: Resident agrees to comply with the following:***
- a. Notice of Pet Rule Violation: If the PHA determines on the basis of objective facts, supported by written statements, that a pet owner has violated a rule governing the keeping of pets, the PHA will serve a notice to the owner of pet rule violation. The notice of pet rule violation will be in writing and will:***

- (1) *Contain a brief statement of the factual basis for the determination and the pet rule or rules alleged to be violated.*
 - (2) *State that the pet owner has ten (10) days from the effective date of service of the notice to correct the violation (including in appropriate circumstances, removal of the pet) or to make a written request for a meeting to discuss the violation.*
 - (3) *State that the pet owner is entitled to be accompanied by another person of his or her choice at the meeting.*
 - (4) *State that the pet owner's failure to correct the violation, to request a meeting, or to appear at a requested meeting may result in initiation of procedures to have the pet removed and/or terminate the pet owner's lease or both.*
- b. *Pet Rule Violation Meeting: If the pet owner makes a request, within five (5) days of the notice of pet rule violation, for a meeting to discuss the alleged violation, the PHA will establish a mutually agreeable time and place for the meeting within fifteen (15) days from the effective date of service of the notice of pet rule violation. At the pet rule violation meeting, the pet owner and PHA shall discuss any alleged pet rule violation and attempt to correct it. The PHA, may as a result of the meeting, give the pet owner additional time to correct the violation.*
- c. *Notice for Pet Removal: If the PHA determines that the pet owner has failed to correct the pet rule violation within the time permitted by Paragraph b. of this section (including any additional time permitted by the PHA), or if the parties are unable to resolve the problem, the PHA may serve a notice to the pet owner requiring the pet owner to remove the pet. The notice will be in writing and will:*
 - (1) *Contain a brief statement of the factual basis for the determination and the pet rule or rules that has been violated.*
 - (2) *State that the pet owner must remove the pet within ten (10) days of the effective date of the notice of pet removal (or the meeting, if notice is served at the meeting).*
 - (3) *State that failure to remove the pet may result in initiation of the procedures to have the pet removed or terminate the pet owner's lease or both.*

- d. The procedure does not apply in cases where the pet in question presents an immediate threat to the health, safe, of others or if the pet is being treated in an inhumane manner. In such cases paragraph 24 shall apply.***

29. Pet owners with a private fenced yard will be responsible to provide the pet with outside shelter, shade and a portable pet run in the back yard. Before installing the portable pet run, pet owners will need to have HAP approval as to where to install portable pet run. Pets can not be left unattended in pet run during the night. No pets will be allowed in the front yard area of the dwelling.
(Note: HAP will not be able to enforce at scattered housing that all pets be confined in the house.)
30. If a resident, including a pet owner, breaches any of the rules set forth above, the PHA may revoke the pet permit and evict the resident or pet owner.

I have read and understand the above pet ownership rules and agreed to abide by them.

Resident's Signature

PHA Staff member's Signature

Date

Date

Type of Animal and Breed

Name of Pet

Description of Pet (color, size, weight, sex, etc.)

The alternate custodian for my pet is:

Custodian's first, middle and last name; post office box; street address; zip code; area telephone code and telephone number:

Resident's Signature

Date

Refundable Damage Deposit _____
Amount Paid Date

Non-refundable Damage Deposit _____
Amount Paid Date

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NOTICE

Although we have made our best effort to comply with regulations, laws, and Federal/local policies the Nelrod Company does not offer advice on legal matters or render legal opinions. We recommend that this policy be reviewed by the Housing Authority's general counsel and/or attorney prior to approval by the Board of Commissioners.

The Nelrod Company is not responsible for any changes made to these policies by any party other than the Nelrod Company.

PET OWNERSHIP POLICY
(ELDERLY OR PERSONS WITH DISABILITIES)
HIGH-RISE BUILDING AND APARTMENT COMPLEXES
FOR
THE HOUSING AUTHORITY OF THE
CITY OF PUEBLO, COLORADO

© 2001 The Nelrod Company, Fort Worth, Texas 76109

PET OWNERSHIP POLICY

Housing Authority residents who reside in developments specifically designated for elderly and/or disabled are permitted to own and keep pets in their dwelling units. The Housing Authority of the City of Pueblo (herein referred to as PHA) will notify eligible new ***and current*** residents of that right and provides them copies of the PHA's Pet Ownership Rules. To obtain permission, pet owners must agree to abide by those Rules.

In consulting with residents currently living in the PHA's developments for the elderly or disabled, the PHA will notify all such residents that:

- A. elderly or disabled residents are permitted to own and keep common domesticated household pets, such as a cat, dog, bird, and fish, in their dwelling units, in accordance with PHA pet ownership rules;
- B. the non-refundable nominal pet fee is intended to cover the reasonable operating costs to the development. The refundable pet deposit is intended to cover additional costs not otherwise covered (i.e., fumigation of a unit);
- C. animals that are used to assist the disabled are excluded from the size, weight, and type requirements pertaining to ownership of service animals; however, they will be required to assure that proper licensing, inoculations, leash restraints, etc. ***in accordance with State or local law*** are observed;
- D. residents may request a copy of the PHA's pet ownership rules or proposed amendments to the rules at any time; and,
- E. if the dwelling lease of an elderly or disabled resident prohibits pet ownership, the resident may request that the lease be amended to permit pet ownership, in accordance with the PHA's pet ownership rules shown below.

HOUSING AUTHORITY OF THE CITY OF PUEBLO

Pet Ownership Rules for Elderly/Disabled Residents

1. Common household pet means a domesticated cat, dog, bird, gerbil, hamster, Guinea pig and fish in aquariums. Reptiles of any kind, with the exception of small turtles *or lizards* in a terrarium, as well as mice and rats are prohibited. These definitions do not include any wild animal, bird *of prey, dangerous* fish, *snakes, spiders or other insects, or any farm animals*.
2. Each household shall have only one pet (except fish or birds). The limit for birds is two (2).
3. The pet owner shall have only a small cat or a dog. All four-legged, warm-blooded pets shall be *twenty (20) pounds* or less. The animal's height shall not exceed *fifteen (15) inches*, measurement will be from ground to top of the animal's back. Such limitations do not apply to a *service animal* used to assist a handicapped or disabled resident.
4. Pet owners shall license their pets yearly with the City of Pueblo, Colorado. The pet owner must show the PHA proof of rabies and distemper booster inoculations and licensing annually. The *PHA may require* the pet owner carry renter's liability insurance or other form of liability insurance which covers household pets. *Such insurance shall be in force at all times, with proof of same provided at each recertification or at such other times as the PHA may request.*
5. At the time of registration, proof of renter's liability insurance coverage must be paid for in advance for the period of one year of coverage. (Note: If not, HAP will have to follow-up on insurance coverage on a monthly basis.)

All registrations of pets with the HAP will be updated each April and the resident must provide HAP with: proof of renter's liability insurance, license, inoculation, and a copy of veterinarian's records noting the date the pet was spayed or neutered. Veterinarian's records are to also include the date the pet was weighed and measured. An updated photograph of the pet is to be submitted at annual registration of the pet. All pet owners will receive a pet sticker to display on the front door of the unit. The pet sticker will be good for one year. A fine of twenty-five dollars (\$25.00) will be assessed the resident's account if the pet is registered and the pet sticker is not properly displayed on the front door. There is a five dollar (\$5.00) charge for all replacement stickers. Any pet owner who fails to provide complete pet registration information or fails to annually update the required registration must remove the pet from PHA property.

All pets will be registered, deposits paid, all required paper work completed, pet weighed, measured and a photograph of the pet will be submitted to the Housing manager for

approval of registration of the pet. When required a pet run must be installed and approved by HAP BEFORE the pet is brought onto the PHA premises.

6. All dogs and cats will wear a collar with identification tag, including phone number of resident, in the event of emergency.
7. No pet owner shall keep a pet in violation of State or local health or humane laws or ordinances. Any failure of these pet ownership rules to contain other applicable State or local laws or ordinances does not relieve the pet owner of the responsibility for complying with such requirements.
8. The pet owner shall have his or her cat or dog spayed or neutered and shall pay the cost thereof. A veterinarian shall verify that the spaying or neutering has been accomplished. If the animal is less than six (6) months old, resident must agree to have the appropriate procedures performed when the animal reaches the age of six (6) months. Exceptions to this requirement shall be granted only upon certification from a veterinarian that permanent harm may result from this procedure due to the pet's age or illness.
9. The pet owner shall house the pet inside the pet owner's dwelling unit. The pet owner shall keep a cat or a dog on a leash and shall control the animal when it is taken out of the dwelling unit for any purpose. The owner of a bird(s) shall confine them to a cage at all times. No pet owner shall allow his or her pet to be unleashed or loose outside the pet owner's dwelling unit.
10. ***All dogs and cats shall wear a collar at all times. Attached to the collar shall be an ID tag listing the pet owner's name and address.***
11. ***Any resident having a dog or cat shall obtain some type of "scooper" to clean up after the pet outdoors. The resident is responsible for placing all waste in sealed plastic bags and disposing of such material in a trash container.***
12. Resident is required to take whatever action necessary to insure that their pet does not bring any fleas or ticks into the building. This may include, but is not limited to, the use of flea collars and flea powder. The resident is responsible for the cost of flea/tick extermination.
13. No resident shall keep, raise, train, breed or maintain any pet of any kind at any location, either inside or outside the dwelling unit, for any commercial purpose.
14. No pet owner shall keep a vicious or intimidating pet on the premises (i.e. pit bulls or any other vicious or intimidating breeds). ***Any animal identified in local or State law or ordinance as dangerous or vicious will be prohibited.*** If the pet owner declines, delays or refuses to remove the pet from the premises, the PHA shall do so, in order to

safeguard the health and welfare of other residents and HAP. The PHA will issue a three (3) day notice of proposed lease termination for threat to health and safety. Resident will not be entitled to a Grievance Hearing according to the Dwelling Lease.

15. No pet owner shall permit his or her pet to disturb, interfere or diminish the peaceful enjoyment of the pet owner's neighbors or other residents. The terms "disturb, interfere or diminish" shall include but not be limited to barking, howling, biting, scratching, chirping and other activities of a disturbing nature. If the pet owner declines, delays or refuses to remove the pet from the premises, the PHA shall do so. The PHA will issue a three (3) day notice of proposed lease termination for threat to health and safety. Resident will not be entitled to a Grievance Hearing according to the Dwelling Lease.
16. The owner of a cat shall feed the animal at least once per day; provide a litter box inside the dwelling unit; clean the litter box at least every two (2) days; and take the animal to a veterinarian at least once per year. The pet owner shall not permit refuse from the litter box to accumulate or to become unsanitary or unsightly, and shall dispose of such droppings by placing them in a plastic tie sack in a designated trash container outside the building where the pet owner lives.
17. The owner of a dog shall feed the animal at least once per day; take the animal for a walk at least twice per day; remove the animals droppings at least twice per day; and take the animal to a veterinarian at least once per year. The pet owner shall not permit dog droppings to accumulate or to become unsanitary or unsightly, and shall dispose of such droppings by placing them in a plastic tie sack in a designated trash container outside the building where the pet owner lives.

The PHA has imposed a separate Pet Waste Removal Charge of thirty dollars (\$30.00) for each occurrence of pet owner's failure to remove pet waste in accordance with the prescribed rules.

18. The pet owner shall take the precautions and measures necessary to eliminate pet odors within and around the dwelling unit, and shall maintain the dwelling unit in a sanitary condition at all times, as determined by the PHA.
19. ***The pet owner shall keep the pet, dwelling unit, and surrounding areas free of fleas, ticks and/or other vermin.***
20. No pet owner shall alter the dwelling unit or the surrounding premises to create a space, hole, container or enclosure for any pet.
21. ***Resident agrees that the PHA shall have the right to remove any pet should the pet become vicious, display symptoms of severe illness or demonstrate other behavior that constitutes an immediate threat to the health or safety of the***

tenancy as a whole. If the PHA requests that the resident remove the pet from the premises and resident refuses to do so, or if the PHA is unable to contact the resident to make the request, the PHA may take such actions as deemed necessary, e.g. placing the pet in a facility that will provide the pet with care and shelter at the expense of the pet owner for a period not to exceed thirty (30) days. PHA staff shall enter a dwelling unit where a pet has been left untended for twenty-four (24) hours, remove the pet and transfer it to the proper local authorities, subject to any provisions of State or local law or ordinances in this regard. The PHA shall accept no responsibility for the pet under such circumstances.

17. Each pet owner shall pay a non-refundable pet deposit of \$_____ and a refundable pet deposit of \$_____. A refundable deposit of \$_____ will be charged for aquariums. There is no pet deposit for fish, birds, gerbils, hamsters, guinea pigs or turtles. The pet deposit is not part of the rent payable by the pet owner, and is in addition to any other financial obligation generally imposed on residents of the development where the pet owner lives. The PHA shall use the pet deposit only to pay reasonable expenses directly attributable to the presence of the pet in the development, including but not limited to: the cost of repairs and replacements to from damages, and the fumigation of the pet owner's dwelling unit. The PHA shall refund the unused portion of the refundable pet deposit to the pet owner within thirty (30) days after the pet owner moves from the dwelling unit or no longer owns or keeps a pet in the dwelling unit.
18. All residents, including the elderly and disabled, are prohibited from feeding, housing or caring for stray animals or birds. Such action shall constitute having a pet without permission of the PHA. Only registered pets are authorized to be kept in the dwelling unit. No substitutions are allowed. No other pet shall be permitted on the premises by resident, their guests, or occupants except those animals trained to assist the disabled. No pet sitting is allowed.
19. Each pet owner shall identify an alternate custodian for his or her pet. If the pet owner is ill or absent from the dwelling unit and unable to care for his or her pet, the alternate custodian shall assume responsibility for the care and keeping of the pet, including, if necessary, the removal of the pet from PHA premises.
20. Should any pet housed in the PHA's facilities give birth to a litter, the residents shall remove from the premises all of said pets except one as soon as the baby's are able to survive on their own (a maximum of 6 weeks).
30. ***The PHA will not be responsible for any pet which gets out of a unit when maintenance employees enter for the purpose of making repairs. The family is responsible for removing the pet when maintenance is scheduled or assuring that a responsible family member is present to control the pet.***

- 31 In addition to other inspections permitted under the original lease, the HAP may, after reasonable notice to the pet owner and during reasonable hours, enter and inspect the dwelling unit. These inspections will be conducted only if a written, signed complaint has been received or the Housing Manager has reasonable grounds to believe that the conduct or condition of a pet in the dwelling unit constitutes a nuisance or a threat to the health or safety of the resident or other residents of the development.
22. If a resident, including a pet owner, breaches any of the rules set forth above, the PHA may revoke the pet permit and evict the resident or pet owner.
32. *If the pet's health is threatened because of resident's inability to care for the pet due to illness, absence from the unit, or because of mistreatment of the pet, the PHA will notify the responsible person listed in the Pet Policy Addendum. If the individual is either unwilling or unable to care for the pet, or if the PHA is unable to contact the responsible part, the PHA will place the pet in a shelter for a maximum of thirty (30) days. If no responsible part is found, state or local authorities will be contacted.*
34. *The resident shall be responsible for arranging for burial or other disposal, off the premises, of pets in the event of the death of the pet.*
35. *The resident agrees to assume all personal financial responsibility for damages to any personal or PHA property caused by the pet and assumes personal responsibility for personal injury to any party caused by the pet.*
36. *Pet Violation Procedures: Resident agrees to comply with the following:*
- a. *Notice of Pet Rule Violation: If the PHA determines on the basis of objective facts, supported by written statements, that a pet owner has violated a rule governing the keeping of pets, the PHA will serve a notice to the owner of pet rule violation. The notice of pet rule violation will be in writing and will:*
1. *Contain a brief statement of the factual basis for the determination and the pet rule or rules alleged to be violated.*
 2. *State that the pet owner has ten (10) days from the effective date of service of the notice to correct the violation (including in appropriate circumstances, removal of the pet) or to make a written request for a meeting to discuss the violation.*
 3. *State that the pet owner is entitled to be accompanied by another person of his or her choice at the meeting.*

4. *State that the pet owner's failure to correct the violation, to request a meeting, or to appear at a requested meeting may result in initiation of procedures to have the pet removed and/or terminate the pet owner's lease or both.*
- b. *Pet Rule Violation Meeting: If the pet owner makes a request, within five (5) days of the notice of pet rule violation, for a meeting to discuss the alleged violation, the PHA will establish a mutually agreeable time and place for the meeting within fifteen (15) days from the effective date of service of the notice of pet rule violation. At the pet rule violation meeting, the pet owner and PHA shall discuss any alleged pet rule violation and attempt to correct it. The PHA, may as a result of the meeting, give the pet owner additional time to correct the violation.*
- c. *Notice for Pet Removal: If the PHA determines that the pet owner has failed to correct the pet rule violation within the time permitted by Paragraph b. of this section (including any additional time permitted by the PHA), or if the parties are unable to resolve the problem, the PHA may serve a notice to the pet owner requiring the pet owner to remove the pet. The notice will be in writing and will:*
 1. *Contain a brief statement of the factual basis for the determination and the pet rule or rules that has been violated.*
 2. *State that the pet owner must remove the pet within ten (10) days of the effective date of the notice of pet removal (or the meeting, if notice is served at the meeting).*
 3. *State that failure to remove the pet may result in initiation of the procedures to have the pet removed or terminate the pet owner's lease or both.*
- d. *The procedure does not apply in cases where the pet in question presents an immediate threat to the health, safe, of others or if the pet is being treated in an inhumane manner. In such cases paragraph 24 shall apply.*

AGREEMENT FOR CARE OF PET

In accordance with the Pet Ownership Policy of the Housing Authority of the City of Pueblo and the Addendum to the Residential Dwelling Lease Agreement dated _____ between:

THE HOUSING AUTHORITY OF THE CITY OF PUEBLO
1414 N. Santa Fe Avenue
Pueblo, CO 81003

AND,

_____ (Resident's Name)

_____ (Resident's Address)

I hereby agree that should _____ become
incapable of caring for _____ a _____
(Name of Pet) (Type of Pet)

for any reason whatsoever, I will assume full responsibility for removal of the pet from the premises and for the care and well being of the animal.

Further, the pet shall not be permitted to return to the premises until approval is given by the Housing Authority of the City of Pueblo.

A copy of the Addendum to the Residential Dwelling Lease Agreement is attached.

Signature

Sworn and subscribed before
me this _____ day of
_____, 20____.

Notary of Public

My Commission Expires:

PET POLICY ADDENDUM

I have read and understand the above pet ownership rules and agree to abide by them.

Resident's Signature

PHA Staff member's Signature

Date

Date

Type of Animal and Breed

Name of Pet

Description of Pet (color, size, weight, sex, etc.)

The alternate custodian for my pet is:

Custodian's first, middle and last name; post office box; street address; zip code; area telephone code and telephone number:

Resident's Signature

Date

Refundable Damage Deposit

Amount Paid

Date

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NOTICE

Although we have made our best effort to comply with regulations, laws, and Federal/local policies the Nelrod Company does not offer advice on legal matters or render legal opinions. We recommend that this policy be reviewed by the Housing Authority's general counsel and/or attorney prior to approval by the Board of Commissioners.

The Nelrod Company is not responsible for any changes made to these policies by any party other than the Nelrod Company.

1. Summary of Policy or Program Changes for the Upcoming Year

In this section, briefly describe changes in policies or programs discussed in last year's PHA Plan that are not covered in other sections of this Update.

Annual Plan

Goals:

-PHA Goals: Expand the supply of assisted housing

Changes

APPLY TO HUD FOR APPROVAL TO CONSTRUCT 6 TO 10 UNITS OF NEW CONSTRUCTION OF AFFORDABLE HOUSING ON PHA OWNED VACANT LAND.

-PHA Goals: Improve the quality of assisted housing

Changes

Instead of 50 units we will modernize 30 units this fiscal period.

-PHA Goals: Provide an improved living environment

Changes

The PHA will make an effort to establish Neighborhood Watch program. At the very least, staff will contact at least 20 families to discuss the program. We will strive to recruit a minimum of 3 families this fiscal period.

Housing Needs:

C. Strategy for Addressing Needs

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

(Remove option)

- Seek replacement of public housing units lost to the inventory through mixed finance development*

PHA Policies of Eligibility, Selection and Admissions:

A. Public Housing

1. Eligibility

- Addition - PHA included Housekeeping, which was overlooked last year and now request CBI report from new applicants.*
- Addition - Does the PHA request criminal records from State law enforcement agencies for screening purposes? Yes*

4. Admissions Preferences

- PHA does not plan to use any of the previous federal preferences.*

5. *Occupancy*

- *Addition – PHA included option “At an annual re examination and lease renewal. PHA does not plan o use any of the previous federal preferences.*

B. *Section 8*

1. *Eligibility*

- *Addition - PHA now requests criminal background checks form the Colorado Bureau of Investigation for new applicants.*

4. *Admissions Preferences*

- *PHA does not plan to use any of the previous federal preferences*
- *PHA does not plan to use any of the other preferences*
- *changed date and time priority to “1”.*

Rent Determination

A. *Public Housing*

1. *Income Based Rent Policies*

- *changed: PHA will not use rent reasonableness to determine flat rents.*

Capital Improvements

CHANGES: *The PHA anticipated submitting an application to HUD for demolition of around 15 unit in development CO 2-5 and replace the demolished units through the utilization of a HOPE VI program.*

Demolition and Disposition

CHANGES: *The PHA anticipated submitting a demolition/HOPE VI application to HUD around June, 2001 to demo approximately 15 units at CO 25 and then to replace them with similar size units of new construction.*

Homeownership

CHANGES: *The PHA will submit a request and proposal to HUD for approval to implement a Section 8 homeownership program.*

Housing Authority of the City of Pueblo

May 12, 2000 (updated Nov. 16, 2000).

Follow-up Plan

1. Design a streamlined resident survey and mail to all residents with a return deadline.
2. Once the survey are returned, the Management Department will set up resident meetings to discuss the concerns identified in the survey.
3. Acknowledge the needs identified on the survey and any that may develop at the resident meeting (s).
4. If funding is needed to respond to resident concerns the funding will be provided by the operating and/or capital funds depending on the cost to accomplish the work.
5. Concerns, if any, relating to maintenance issues will be forwarded to the Maintenance Department.
6. Maintenance can then schedule the work to be done;
 - a. It appears from the HUD survey that the residents are concerned about inadequate lighting; broken glass and litter occasionally found in the playgrounds; and the upkeep of our parking lots.
 - b. **Staff will check the lights in the common area and the parking lots every four weeks.** If a work order for non-working lights is called in, staff will respond within 7 days.
 - c. Staff will pick up **trash and debris from playground and parking lots** Monday through Friday except holidays between 8 a.m. and 9 a.m. The problems occur on weekends when the youngsters break bottles in those areas and remain there until staff cleans those areas on Monday morning. Parents, of the children who use the playgrounds, will be encouraged to pick up the broken glass on weekends to avoid accidents.
7. Periodically remind tenants to call the Maintenance Department with maintenance concerns. A reminder will be included with the rent statements each quarter.
8. The Management Department will continue to provide the residents with notices pertaining to meetings to discuss the **Neighborhood Watch program**, security and safety matters. Due to lack of interest from the tenant, we have been unsuccessful in forming a Neighborhood Watch program but we will continue to pursue this idea.
9. Meetings will continue to be scheduled with the police department to discuss criminal activity in public housing and how to best respond to the problems.
10. Tenant information will be updated and provided to the police on a monthly basis. In return the police will continue to provide the Housing Authority with crime statistics. The police department has been unsuccessful in implementing an efficient software program that will provide the Housing Authority with crime activity on a development by development basis. The police continue to work on their computer problems and anticipate that within the next year an efficient program will be in place.
11. The Occupancy Department has been authorized by the Board of Commissioners to utilize CBI

crime reports for the new applicants. The objective to better screen or future residents. This may help diminish the increased criminal activity in public housing.

The objective of this plan is to respond to tenant concerns identified in HUD's survey. The primary concerns relate to:

- lighting in the parking areas
- debris and broken glass found in the playground areas
- Neighborhood Watch program

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